

MONTCLAIR BOARD OF EDUCATION DIRECT DEPOSIT AGREEMENT

Employee Name (print) _____
 Social Security # (Last 4) _____ Email/Phone _____

IMPORTANT NOTICE

**IF YOU ARE CHANGING OR CLOSING YOUR BANK ACCOUNT,
YOU MUST NOTIFY THE PAYROLL DEPARTMENT TWO WEEKS
IN ADVANCE.**

Employees have the option to direct their pay to either a checking or savings account at any financial institution. The following definitions will assist you in your decision.

NET PAY - You can direct your net pay into either a checking or savings account

EXACT AMOUNT - You can direct a certain amount into either a checking or savings acct.

COMBINATION - You can direct a certain amount into one account and the balance of your net pay into another account.

Direct Deposit	Checking or Savings	Routing #	Account #	Amount <small>all or specific amount</small>	Action <small>new, cancel, change \$</small>
#1					
#2					
#3					

Must attach a voided check or letter from the bank for checking account.

Must have a letter from the bank or documentation with routing & account numbers for savings account. Deposit slips do not have the correct routing numbers on them. Your bank can fax the information to us at (973) 509-4065.

Your Direct Deposit Statement will be emailed to you. No paper copy will be given.

Email Address _____

I hereby authorize my employer to direct deposit my net payroll check or a portion of my payroll check into my account(s).

Employee Signature

Date

Payroll Use Only
Prenoted
Entered
Initials
Date