

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, screen shot from your bank's website with the routing/account number or a direct deposit form from the bank as verification of information provided.

Deposit slips may not have the correct routing numbers on them.
 Your bank can fax the information to us at (973) 509-4065.

Your Direct Deposit Statement can be found on the Portal under the Employee Tab.

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
Payday
Initials
Date