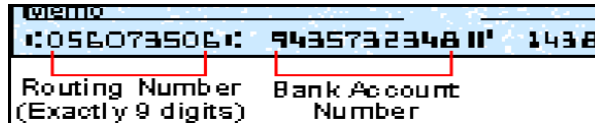


## DIRECT DEPOSIT INSTRUCTIONS AND INFORMATION

Attached is an authorization form for direct deposit. Please note the following procedures for the direct deposit:

- Employees must allocate 100% of their net pay into a checking or a savings account.
  - Pre-Paid bank cards, Passbook Saving accounts and any other type of account that is not a checking or savings are ineligible, as per NJ Assembly Bill A-720.
- **Include a voided check or authenticated document for each account.**
  - Acceptable documents are computer generated and must include: Bank name, account type, the routing number and account number.
  - Your direct deposit form will not be processed without these attachments. **DO NOT SEND A DEPOSIT SLIP.**
- **To find your routing number and account number on a check, please see the following example:**



- One of your accounts must have "Full Net Pay" selected. This is the only way to ensure that your entire net check is allocated.
- Money Market accounts can present problems in the direct deposit process because they are considered to be **both** a checking account and a savings account by the ACH system. To avoid problems with Money Market accounts, the best solution is to deposit your full net pay to this account and code it as a checking account.
- Employees can allocate their pay to up to four different accounts, and to more than one bank.

Direct Deposit Examples:

**1) One bank, two accounts:**

Bank A	Account 1:	\$50.00	X SAV
	Account 2:	Net Pay	X CHK

**2) One bank; three accounts**

Bank A	Account 1:	\$100	X SAV
	Account 2:	\$ 50	X CHK
	Account 3:	Net Pay	X CHK

**3) Two banks**

Bank A-	Account 1:	\$100	X SAV
Bank B-	Account 2:	Net Pay	X CHK

**The following policies will be adhered to:**

- Any second checks will also be direct deposit.
- Employer can reverse the direct deposit entry to your account to correct an error, if necessary.
- On occasion, it may be necessary to cancel the entire direct deposit process for one pay period; for example, the last 10-month employee pay period at the end of the school year in June.

# DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Establish Direct Deposit

Change my existing Direct Deposit\*

**\*THIS FORM REPLACES YOUR PREVIOUS DIRECT DEPOSIT FORM.**  
**PLEASE BE SURE TO INCLUDE ALL YOUR DIRECT DEPOSIT ACCOUNTS**  
**WHETHER YOU ARE CHANGING THEM OR NOT.**

EMPLOYER  
INFORMATION

WASHINGTON TWP BOE  
206 East Holly Avenue,  
Sewell, NJ 08080

EMPLOYEE  
INFORMATION

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Employee ID/File # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (not a work extension) \_\_\_\_\_

BANK  
INFORMATION

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type  Checking OR  Savings *Pre-paid bank cards are ineligible*

Full Net Pay OR  Direct Deposit Amount \$ \_\_\_\_\_

BANK  
INFORMATION

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type  Checking OR  Savings *Pre-paid bank cards are ineligible*

Net Pay OR  Direct Deposit Amount \$ \_\_\_\_\_

BANK  
INFORMATION

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type  Checking OR  Savings *Pre-paid bank cards are ineligible*

Net Pay OR  Direct Deposit Amount \$ \_\_\_\_\_

BANK  
INFORMATION

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type  Checking OR  Savings *Pre-paid bank cards are ineligible*

Net Pay OR  Direct Deposit Amount \$ \_\_\_\_\_

I hereby authorize my EMPLOYER (named above) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any entries credited in error to my account or accounts indicated above.

This authority is to remain in full force until my EMPLOYER has received written notification from me of its termination in such timely manner as to afford EMPLOYER and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_