

NEW BRUNSWICK BOARD OF EDUCATION

PAYROLL DEPARTMENT

P.O. BOX 2683, 268 BALDWIN STREET

NEW BRUNSWICK, NJ 08903-2683

Phone: (732) 745-5300, Fax: (732) 846-2969

To: All Board of Education Employees

From: Payroll Department

RE: DIRECT DEPOSIT

The Board of Education will be instituting the process of direct deposit of an employee's net payroll check into one bank, one account. We are asking any employees who would like to participate in the program of direct deposit of their total net checks into their bank to sign the authorization below and attach a **voided check** for your account. If the direct deposit is going to a *savings account*, please request a "Direct Deposit Form" from your bank.

Kindly forward the proper documentation to the Payroll Department.

If you have any questions, please contact the Payroll Department at (732) 745-5300 extension 5422 or 5423.

I, _____, hereby authorize the New Brunswick Board of Education to debit or credit my account as necessary, for the purposes of direct deposit of the net amount of my payroll checks on or about the 15th and 31st of each month into the account and bank so indicated on the **attached voided check** and identified below.

Name of Bank

Bank Address

Routing Number

Account Number

Signature

Date