



PROCEDURES

DIRECT DEPOSIT

All staff members have the opportunity to sign up for *direct deposit* of their paychecks into their financial institution. With direct deposit, your pay is automatically deposited into the account or accounts that you designate.

When participating in Direct Deposit, you can choose to have your entire net pay deposited into your financial institution; you can choose to have a fixed portion of your pay deposited into your financial institution or you can do both.

Each payday, your pay is deposited automatically into your account(s) as you designate and is available at 11:00 a.m. that day. You will continue to receive your paystub showing gross salary, taxes, other deductions and net pay.

To participate in Direct Deposit:

1. Fill out and sign the attached Request for Direct Deposit of Payroll.
2. If the account that you are indicating is a checking account, **ATTACH A VOIDED CHECK TO YOUR APPLICATION.**
3. Return the completed and signed Request, along with your voided check if required, to the Payroll Department.

Employees may enroll in Direct Deposit at any time during the school year. It takes approximately two pay periods for it to become active. If there is a problem with your account, the bank will notify us and we, in turn, will notify you. For this reason, it might take more than two pay periods to process.

If you change your account or your bank, you **MUST** notify the Payroll Department immediately. You will also have to complete a new Direct Deposit Form, and will have to wait through the two pay cycle again (receiving a live check), until the bank confirms your account.

Employees may opt out of the program at anytime during the school year **by giving two weeks written notice.** The notice must include the employee's full name, bank name and address, bank telephone number, and full account name.

**REQUEST FOR DIRECT DEPOSIT
WAYNE TOWNSHIP BOARD OF EDUCATION**

NEW APPLICATION ADD APPLICATION CHANGE APPLICATION

Full Name: _____

Date of Birth: _____ SS # (last 4 digits): _____

Street Address: _____

City/State/Zip Code: _____

Home Telephone No.: _____ Cell Phone No.: _____

E-Mail: _____

ACCOUNT INFORMATION:

Account #1

Type of Account to Credit: Checking or Savings
Bank Name _____ Account No.: _____
ABA Number: _____ Net Amount: _____
(ABA # is found on the bottom of your check between the colons; usually 9 digits).
Bank Telephone Number: _____

Account #2

Type of Account to Credit: Checking or Savings
Bank Name _____ Account No.: _____
ABA Number: _____ Fixed Amount: _____ (no % allowed)
(ABA # is found on the bottom of your check between the colons; usually 9 digits).
Bank Telephone Number: _____

I authorize and request my employer to automatically deposit any payroll amounts owed to me to my account(s) listed above. I understand that my employer or I may terminate this agreement at any time by written notification giving at least two weeks notice. I authorize my employer to debit my account for the purpose of correcting an erroneous credit previously initiated to my account provided that my employer has notified me in writing for such debit and the reason therefore.

By electing to participate in the Direct Deposit Program, the employee agrees to hold the Board of Education harmless from any claims resulting from the failure of the Bank to properly and completely deposit funds.

Employee Signature: _____ Date: _____

ATTACH A VOIDED CHECK

Internal Use Only Employee I.D. # _____
Bank code #1: _____ Bank Code #2: _____
Date Account PreNote: _____ Date Account Live: _____