

Wayne Township Public Schools
Wayne, New Jersey

Standard Operating Procedure
Direct Deposit

Subject: Direct Deposit	Effective Date: July 1, 2013	Page 1 of 4
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish a process for staff enrollment in direct deposit of payroll checks
- II. **Authority:** Business Administrator
- III. **Terms and Conditions:** This process applies to the direct deposit of payroll for staff members who may have elected this option prior to July 1, 2014 and for all staff members after July 1, 2014

Board of Education Policy #6511 – Direct Deposit
N.J.S.A. 52:14-15h
N.J.A.C. 6A: 23A-5.7
- IV. **Reporting Procedures:** Business Administrator
- V. **Approval Process:** Business Administrator
- VI. **Consequences:** After July 1, 2014, failure to follow the procedures as set forth will violate Board of Education Policy #6511. Prior to July 1, 2014, enrollment is voluntary.
- VII. **Dissemination:** All District Staff

Prior to July 1, 2014, all staff members have the opportunity to sign up for *direct deposit* of their paychecks into their financial institution. Once established, an employee’s pay is automatically deposited into the account or accounts that they have designated, eliminating a “live” payroll check.

Employees may choose to have their entire net pay deposited into one financial institution or they may wish to have fixed portion(s) of their pay deposited into multiple financial institution(s). The maximum number of direct deposit transactions will be four (4).

Note: As of July 1, 2014, Board of Education Policy #6511 requires that ALL District staff members enroll in direct deposit.

For an employee to participate in Direct Deposit, whether voluntary or as required July 1, 2014, staff members must:

1. Complete and sign the Direct Deposit form which is part of this SOP and also posted on the School Website under Staff Resources, Forms.
2. For any account indicated that is a checking account, a **VOIDED CHECK** must be attached to the application form.
3. Completed forms, with any required voided checks, are submitted to the Payroll Department.

Employees may enroll in Direct Deposit at any time during the school year until July 1, 2014 when it is mandatory for all staff. It takes approximately two pay periods for it to become active.

Employees are responsible for notifying the Payroll Office of any changes in their account(s) or your bank. Notification is to be provided by completing and re-submitting an updated Direct Deposit Form. Where possible, notification should be received two pay cycles in advance to ensure the change(s). If not possible, immediate contact with the Payroll Office is required.

**WAYNE BOARD OF EDUCATION
DIRECT DEPOSIT FORM**

NEW APPLICATION ADD APPLICATION CHANGE APPLICATION

EMPLOYEE INFORMATION:

Full Name: _____

Date of Birth: _____ SS number (last 4 digits only): _____

Street Address: _____

City/State/Zip Code: _____

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

Email address: _____

ACCOUNT INFORMATION:

Account #1 – Net Payroll Amount:

Type of Account to Credit: Checking or Savings

Bank Name _____ Account No.: _____

ABA Number: _____

(ABA # is found on the bottom of your check between the colons; usually 9 digits).

Bank Telephone Number: _____

Account #2 – Fixed Amount:

Type of Account to Credit: Checking or Savings

Bank Name _____ Account No.: _____

ABA Number: _____ Fixed Amount: _____ (\$ only; no %)

(ABA # is found on the bottom of your check between the colons; usually 9 digits).

Bank Telephone Number: _____

Account #3 – Fixed Amount:

Type of Account to Credit: Checking or Savings

Bank Name _____ Account No.: _____

ABA Number: _____ Fixed Amount: _____ (\$ only; no %)

(ABA # is found on the bottom of your check between the colons; usually 9 digits).

Bank Telephone Number: _____

Account #4 – Fixed Amount:

Type of Account to Credit: Checking or Savings

Bank Name _____ Account No.: _____

ABA Number: _____ Fixed Amount: _____ (\$ only; no %)

(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 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 – FOR CHECKING ACCOUNTS ONLY

Internal Use Only

Employee I.D. # _____

Bank code #1: _____

Bank Code #2: _____

Bank Code #3: _____

Bank Code #4: _____

Date Account PreNote: _____

Date Account Live: _____