



# Newark Board of Education

Dr. Yolanda Méndez, Acting Executive Director  
Human Resources

Where Passion Meets Progress

## THE NEWARK BOARD OF EDUCATION OFFICE OF PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Please complete this form and bring it OFFICE OF PAYROLL (please have photo ID available)

I authorize the Newark Board of Education and the Bank(s) listed below, to automatically deposit my net pay into my account(s) each payday. This authorization will remain in effect until I have cancelled in writing. If funds to which I am not entitled are deposited into my account(s), I authorize The Newark Board of Education to direct the Bank(s) to return said funds.

Name and ID Number	Phone Number	Email Address

**PRIMARY ACCOUNT: (balance of net pay after deposit to secondary account)**

Account (circle one):            Checking    or    Savings

Bank Name	Bank Address	City	State

Bank Routing Transit Number	Bank Account Number

Circle if you would like to:    Activate    or    Deactivate    or    Reactivate    or    Change

**SECONDARY ACCOUNT: Account (circle one):            Checking    or    Savings**

Bank Name	Bank Address	City	State

Bank Routing Transit Number	Bank Account Number

\$ \_\_\_\_\_ .00  
Fixed Deposit Amount (Dollars Only)

Circle if you would like to:    Activate    or    Deactivate    or    Reactivate    or    Change

Signature	Date



**ATTACH A BLANK, VOIDED CHECK OR BANK DOCUMENTATION FOR DEPOSITS TO CHECKING ACCOUNTS**