Roger León
Superintendent

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