

POINT PLEASANT BOARD OF EDUCATION

DIRECT DEPOSIT AUTHORIZATION

To: Payroll/Benefits Administrator

I hereby authorize the Point Pleasant Board of Education to initiate direct deposit of my paycheck, effective _____(Date), until further notice.

My bank information is as follows:

PRIMARY ACCOUNT (net after taxes and deductions): Name and address of bank:

Type of account:

_____ Checking Account _____ ABA/ Routing Number
_____ Account Number

_____ Savings Account _____ ABA/ Routing Number
_____ Account Number

OPTIONAL SECONDARY (set dollar amount): Name and address of bank:

Type of account:

_____ Checking Account _____ ABA/ Routing Number
_____ Amount \$ _____ Account Number

_____ Savings Account _____ ABA/ Routing Number
_____ Amount \$ _____ Account Number

A voided check or a “DIRECT DEPOSIT AUTHORIZATION FORM” from your bank must be submitted along with this form.

****For security purposes, this Form MUST be submitted in person at the Business Office. Please be prepared to show photo ID.****

Employee’s Name (Please Print)

Employee’s Signature