

**MENDHAM BOROUGH BOARD OF EDUCATION
BUSINESS OFFICE
100 DEAN ROAD
MENDHAM, NEW JERSEY 07945**

(973) 543-4804

FAX (973) 543-4942

TO: Staff members
FROM: Business Office

SUBJECT: DIRECT DEPOSIT

Direct Deposit of Payroll is the easy quick way to have your net pay automatically credited into your checking account on the morning of your pay date. Your money goes straight into your account via electronic funds transfer. Your funds are available for use the same day as your automatic deposit is credited.

Cost: None – no charge for the savings in time and convenience.

Safe: Yes – no need to worry about lost or stolen paychecks and the amount deposited is confidential.

You will receive a payment stub each pay day with your pay information.

The Business Office must be notified before the first of a month if you wish to have direct deposit of your paycheck into your bank account. Attached is the form you need to complete to arrange for direct deposit. Please attach a void (not canceled) check(s) to the form and return it to the Business Office.

If your bank changes its name we must be notified as soon as possible. The bank will probably change their ABA number and possibly your account number. We will need to know those number changes to be able to continue to provide direct deposit to you.

Your direct deposit may be allocated to four separate accounts in the same or different financial institutions. These accounts can be either checking or savings.

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Phone: 973-543-4804 Fax: 973-543-4942

DIRECT DEPOSIT AUTHORIZATION FORM

Name of Depositor: _____
Name as shown on Bank Records

Depository Bank: _____
Name of Bank and Branch, if any

Bank Address: _____

Account Number: _____

Transit/ABA Number: _____

The above named Depositor hereby authorizes Mendham Borough Board of Education to initiate electronic credits to the above account. The above named Depositor hereby authorizes Mendham Borough Board of Education to initiate electronic debits to the above account for the purpose of reversing an incorrect credit. The Depository Bank shall have no duty to inquire as to the propriety of any such Entry, notwithstanding the amount and/or the frequency of any such Entry.

This authority is to remain in full force and effect until Mendham Borough Board of Education and the Depository Bank have received written notification from the undersigned of its termination in such time and in such manner as to afford Mendham Borough Board of Education and the Depository Bank a reasonable opportunity to act on it.

Date

Signature

PLEASE ATTACH A VOIDED CHECK FOR VERIFICATION OF BANK DATA

Employees who don't have a district issued
e-mail address must provide email address to receive
digital paycheck stubs: _____