



# Nutley Public Schools

## DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Employee Email Address: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I authorize the Nutley Board of Education and the Bank(s) listed below to automatically deposit my net pay into my account(s) each payday. This authority will remain in effect until I have cancelled it in writing.*

**INSTRUCTIONS:** Please attach a voided check or any direct deposit information from your financial institution. If you list only 1 account, please select Net Amount. If you list more than 1 account, list a fixed dollar amount for each account and select Net Amount for the final account.

**We will test your account for 1 payroll before your funds are sent direct deposit.**

*To avoid a delay, please do not close out your bank account until you have notified the Payroll Department.*

Account # 1: Bank Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Account Type:  Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Net Amount

Account # 2: Bank Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Account Type:  Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Net Amount

Account # 3: Bank Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Account Type:  Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Net Amount

