

South Bergen Jointure Commission

BOARD OF EDUCATION
500 Route 17 South, Suite 307
Hasbrouck Heights, NJ 07604
www.njsbjc.org
(P) 201-393-0475 / (F) 201-288-2825

DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

- Please check box if account is checking or savings
- Depository name and address = Bank name and address
- Transit/ABA # is located to the left of the check
- Account # is located after the Transit/ABA #
- Print and sign name, date and return to Barbara Wegorek, Payroll/Benefits Coordinator, SBJC Board of Education
- **A voided check must be attached**

**Authorization Agreement for Automatic Deposits
New Authorization**

I hereby authorize the Company to initiate by electronic means direct deposits (credit entries) of my net earnings to my Checking or Savings account in the entity named below ("Depository") and to initiate, if necessary, debit entries and adjustments for any credit entries in error. I authorize the Depository to accept and to credit and/or debit the amount of such entries to my account.

Depository Name

Address

Account Number

Transit/ABA Number

This authority is to remain in full force and effect until the Company has received written notification from me of its termination in such time and in such manner as to afford the Company and the Depository a reasonable opportunity to act on it and in no event shall a termination notice be effective with respect to entries processed by the Company or the Depository prior to its receipt.

Employee Name

Date

Employee's Signature

Submit to your payroll department with a voided blank personalized check

ATTACH CHECK HERE