

### Authorization for Direct Deposit of Payroll

The Woodland Township BOE distributes pay using an electronic direct deposit program.

|  |  |
|--|--|
| <b>Select One:</b> <input type="checkbox"/> Semi-Monthly Payroll | <b>Effective Date:</b> <input type="checkbox"/> As Soon As Possible<br><input type="checkbox"/> Future Pay Date: _____ |
|--|--|

**Employee Information** | You are highly encouraged to complete this form online, print, and sign it; or please print legibly to prevent delays.

|                               |  |
|-------------------------------|--|
| Name (Last, First, MI): _____ | Payroll Empl ID OR<br>Social Security Number (Last 4 Digits Only): _____ |
| Phone Number: _____           | Email Address: _____   |

**Primary Account** | This is where your entire paycheck or the balance is deposited after the % or \$ amount is deducted from the second and third accounts listed below.

|  |   |  |         |
|--|---|--|---------|
| Select one:<br><input type="checkbox"/> Start<br><input type="checkbox"/> Change<br><input type="checkbox"/> No Change | Account Type (Select one):<br><input type="checkbox"/> Checking<br><input type="checkbox"/> Savings | ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>Account Number: _____<br>Name of Financial Institution: _____<br>Financial Institution City, State: _____ | NET PAY |
|--|---|--|---------|

**Second Account** | Optional % OR \$ OF NET DISTRIBUTION

|   |   |  |  |
|---|---|--|--|
| Select one:<br><input type="checkbox"/> Start<br><input type="checkbox"/> Change<br><input type="checkbox"/> Cancel<br><input type="checkbox"/> No Change | Account Type (Select one):<br><input type="checkbox"/> Checking<br><input type="checkbox"/> Savings | ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>Account Number: _____<br>Name of Financial Institution: _____<br>Financial Institution City, State: _____ | _____ %<br><br><b>or</b><br><br>\$ _____ |
|---|---|--|--|

**Third Account** | Optional % OR \$ OF NET DISTRIBUTION

|   |   |  |  |
|---|---|--|--|
| Select one:<br><input type="checkbox"/> Start<br><input type="checkbox"/> Change<br><input type="checkbox"/> Cancel<br><input type="checkbox"/> No Change | Account Type (Select one):<br><input type="checkbox"/> Checking<br><input type="checkbox"/> Savings | ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>Account Number: _____<br>Name of Financial Institution: _____<br>Financial Institution City, State: _____ | _____ %<br><br><b>or</b><br><br>\$ _____ |
|---|---|--|--|

Check this box if the entire amount of your direct deposit is ultimately deposited to a financial institution outside of the United States.

**Read statement carefully:** I authorize the Woodland BOE to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the WTBOE to initiate a correcting (debit) entry. **I understand that the authorization may be rejected or discontinued by the K TBOE at any time (see back for details).** If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to the WTBOE for distribution. This will delay your check.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)

**Additional information is on the reverse side.**

## Direct Deposit of Payroll

**Note: Employees are required to sign up for direct deposit.**

As an employee of the Woodland Board of Education, you are provided the convenience and security of having your pay automatically deposited into your personal bank, credit union or financial institution account. Automatic deposit of your pay into the personal account of your choice means you can:

- Eliminate trips or mailings to the bank or credit union to cash or deposit paychecks.
- Be assured your pay will be deposited on payday even when you are on vacation or out of town.\*
- Eliminate the danger of lost, stolen or forged checks.

**\*While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. It is strongly recommended that you check with your financial institution to determine when your funds will be available.**

You may choose up to **three (3) accounts**, savings and/or checking, to have your pay directly deposited as long as the following conditions are met:

1. Your financial institution(s) is located in the USA or Puerto Rico and is a member of the Automated Clearing House Association (ACHA); and
2. 100% of your net pay is committed to direct deposit.

### Tips on Providing Checking Account Information

Check Example:



Do not include your check number, which appears to the right of both your Routing number and your Checking Account number. Your check number will match the number printed at the upper right corner of your check. **Do not use the routing number at the bottom of a deposit slip as this number may not be correct.** It is recommended that you check with your financial institution to verify the routing number for direct deposit. Incorrect routing and account information may cause a delay in receiving your funds.

This layout applies only to personal checking accounts and not to money market accounts. You will need to contact your money market advisor to get the necessary information for a money market account.

### Common Questions about direct deposit:

#### **How do I know that a deposit has been made to my account?**

Your earnings statement will show how much you have earned, a detail of your deductions, and how much has been deposited to your account(s). Your financial institution will show the deposit on your monthly statement.

NOTE



#### **Where do I find my earnings statement?**

Your earnings statement shall be delivered to you each payday.

NOTE



#### **When will direct deposit begin?**

The first pay period after the Payroll Office receives your direct deposit authorization form. Keep in mind that most payrolls are processed up to one week prior to the actual pay date. Please verify with your financial institution on your pay date that your direct deposit has gone into effect.

NOTE



#### **When will my pay be deposited into my account?**

Your pay will be deposited into your account(s) on your pay day. Funds will not be available prior to that date.

#### **What do I do if I want to change financial institutions or accounts once I am enrolled in the program?**

If you change your financial institution or account, you must complete a new authorization form as soon as possible. You must include all of your accounts on the new form, even those accounts for which you are not making changes. For these accounts, simply provide the required information and check the "No Change" box.

#### **What will happen to my direct deposit if I cancel my account with my financial institution but don't cancel my direct deposit with the Woodland Board of Education prior to the payroll being processed?**

Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not become available until such funds are returned to the Woodland Board of Education by the financial institution. A paper check will then be issued. This may delay your payment.

#### **Can I direct deposit my pay into more than one financial institution account?**

Yes. If you choose to direct deposit into two or more accounts, you must designate one account as your primary account and the others as a second and third account. The second and third accounts will require either a fixed amount or a percentage of net pay. Your pay will be split into the multiple accounts with the fixed and or percentage amounts deposited first and all remaining pay deposited to the primary account (unless 100% of your pay is deposited into the second and third accounts).

#### **Does it matter whether I designate my savings account as my primary account?**

No. You may direct deposit into a checking or a savings account or multiple checking and/or savings accounts, up to three accounts. The choice is up to you.

#### **If I have been gone for a period of time (or terminated employment) and return to work, do I need to complete a new form? (Examples: leave of absence without pay, sabbatical leave, etc.)**

Possibly. Your direct deposit will remain active for up to twelve months with no payroll activity. After that period of time all direct deposits will be inactivated and new forms will be required. **Please note:** If your financial institution or account numbers have changed, it is imperative that you submit a new direct deposit form.

#### **Do I need to submit a new direct deposit form if I am changing departments?**

No, your existing authorization form will remain in force.

#### **Why would my direct deposit not be processed?**

Possible reasons the entry of this information may be delayed:

- Writing is illegible
- Missing data
- Primary Account Net Pay indicates amount less than full Net Pay but no information in Second Account fields
- Form received too late for processing prior to bi-weekly or monthly final payroll calculation

#### **Where do I submit my completed form?**

Submit your completed form to your central payroll office. WTBOE employees should submit their form to: Merle Compton, Payroll/Benefits Business Office, Chatsworth Elementary School Chatsworth, NJ 08019 Email: [mcompton@woodlandboe.org](mailto:mcompton@woodlandboe.org)