

**DIRECT DEPOSIT OF PAYCHECK AUTHORIZATION
REQUIRED FOR ALL EMPLOYEES**

Waldwick Board of Education	
Company Name	Employee Name

I authorize the Waldwick Board of Education each payday to deposit my entire paycheck directly into the bank account(s) designated below. This authority will remain in effect until I give the Payroll Department written notification that I have changed it.

I understand that I must give the Waldwick Board of Education sufficient advance notice of termination or modification of this authorization to enable reasonable time to act on my instructions.

1. BANK NAME: _____

ADDRESS: _____

Account Name: _____
(as it appears on account)

Account Type: _____ *Checking* _____ *Savings*

Net Pay _____ **or Amount \$** _____

Bank Routing Number: _____ **Account Number:** _____

if an amount is entered above, a second Bank must be entered for Net Pay

2. BANK NAME: _____

ADDRESS: _____

Account Name: _____
(as it appears on account)

Account Type: _____ *Checking* _____ *Savings*

Net Pay _____

Bank Routing Number: _____ **Account Number:** _____

****Attach a voided personal check and/or letter from Bank verifying
your account and bank routing number****

Employee Signature

Date