



Human Resources Office  
 500 Tenafly Road, NJ 07670  
 Tel: 201-816-4519

Direct Deposit Form	
<b>Name:</b>	<b>Last Four of Social Security #:</b>
<b>Check One:</b> <input type="checkbox"/> New Direct Deposit <input type="checkbox"/> Change Direct Deposit <input type="checkbox"/> Cancel Direct Deposit	

The Tenafly Public Schools payroll is processed via direct deposit. You may choose to have a portion of your net paycheck directly deposited into one account two accounts. To enroll, complete the information below and **attach a voided check** for each checking account – **not** a deposit slip.

Direct deposit may take **one or two pay periods** to go into effect. Until this process is complete, you will receive a live paycheck, available at the Main Office of your school building on the corresponding pay date. Your direct deposit paystub will be generated and sent to your work e-mail address.

Payroll Dates can be found on the district website: [www.tenaflyschools.org](http://www.tenaflyschools.org) under *Our District, Human Resources, Forms: Human Resources & Payroll*. It is important that you review your paystub on each pay date to ensure that your direct deposit has been processed correctly. If you experience an error, contact Linda Graziosi, Payroll Coordinator at (201) 816-4518.

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I hereby authorize Citizens Bank to deposit any amounts owed to me, as instructed by the Tenafly Board of Education, by initiating credit entries to my account at the financial institution(s) indicated on this form. Further, I authorize the financial institution(s) to accept and to credit any credit entries indicated by Citizens Bank to my account. In the event that funds are erroneously deposited into my account, I authorize Citizens Bank to debit my account for the amount. This authorization is to remain in full force and effect until Citizens Bank has received written notice from me to its termination in such time and in such manner to afford Citizens Bank reasonable opportunity to act on it.

**First Account:**

Please deposit: \$ _____ or _____% of my net earnings into the following account:	
<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account	
Bank Name:	
Transit Routing #/ABA:	Account #:

**Second Account:**

Please deposit: \$ _____ or _____% of my net earnings into the following account:	
<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account	
Bank Name:	
Transit Routing #/ABA:	Account #:

<b>Signature:</b>	<b>Date:</b>
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**Disclaimer: Any wages charged to the second account must be a specific amount.**