

## DIRECT DEPOSIT INFORMATION

Bridgeton Board of Education requires direct deposit. The following are the direct deposit guidelines.

- Maximum of 2 accounts per employee (checking/savings)
- Any Bank account changes must be submitted in writing to the Payroll Department immediately **(Important- If you change something in the summer or any other time you must contact payroll immediately)**. The pay immediately following any account change will be a live check.

Please complete the information below and sign. Attach a voided check for each checking account or a letter from your financial institution verifying your account information and routing number you wish money to be deposited in. Return all information in a sealed envelope with your name on it to Lynne Buirch, Payroll Manager.

Name: \_\_\_\_\_

### **Regular Earnings**

#### **Bank Information for Account 1:**

Bank Name \_\_\_\_\_ Bank Routing# \_\_\_\_\_

Name on Account \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Account Number \_\_\_\_\_

Amount \_\_\_\_\_

#### **Bank Information for Account 2:**

Bank Name \_\_\_\_\_ Bank Routing# \_\_\_\_\_

Name on Account \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Account Number \_\_\_\_\_

Amount \_\_\_\_\_

### **Extra Pay**

Bank Name \_\_\_\_\_ Bank Routing# \_\_\_\_\_

Account Number \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_