

## PAYROLL DIRECT DEPOSIT

A benefit available to all salaried employees: **Automatic Payroll Deposit.** This safe and convenient service automatically deposits your net pay, as cash, in the account of your choice

Your pay is available to you on payday from your banks automated teller machine (ATM) or personal tellers. You continue to receive an itemized pay stub. This service allows you the certainty of knowing your pay has been automatically deposited. Direct deposit even works when you are on vacation or out of town on payday.

Automatic Payroll Deposit is the same service used by the U.S. Treasury to directly deposit millions of Social Security payments to our nation's senior citizens. Through the years direct deposit has proven to be safe and reliable form of making payments: Lost and stolen checks are eliminated.

To sign up for Automatic Payroll Deposit, simply complete and return the attached authorization form.

*You will be notified before automatic deposit of your pay checks begins.*

## DIRECT DEPOSIT OF PAYROLL

(Typical Questions and Answers)

### **Q. What is Direct Deposit of Payroll?**

A. Direct Deposit is a payroll option that permits employees to have their *net* pay **electronically deposited** to their bank account every pay.

### **Q. How do I sign up?**

A. Simply fill out the **Direct Deposit of Payroll Authorization Form** and forward it, with a blank voided check for the account into which you wish your deposit made.

**If you have an account without checks, send a voided deposit ticket instead.**

### **Q. How will I be sure I've been paid?**

A. You will continue to receive an **earnings statement**, detailing your pay amounts and deductions. Your bank will also fully describe the transaction on your monthly account statement

### **Q. How long will it take the automatic payments to begin after I sign up?**

A. The first deposit will be made approximately **six to eight weeks after you send in you authorization.**

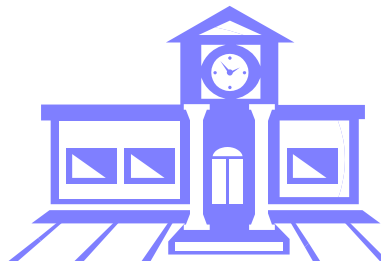
### **Q. Can my pay be deposited to any bank?**

A. **Yes**, you can have your pay directly deposited into any financial institute *as long as the institution is a member of the Automated Clearing House* (and most are). You can contact your institute for help in filling out your authorization form.

### **Q. What if I change bank accounts after signing up for Direct Deposit?**

A. If you change accounts or banks, it is important that you **complete a new authorization form** as soon as possible. Forward the form with the new account information to:

TOMS RIVER SCHOOLS  
PAYROLL DEPARTMENT  
ATTN: DONALD J. KAHER  
1144 HOOPER AVENUE  
TOMS RIVER, NJ 08755



REVISED 01/2021

## DIRECT DEPOSIT AUTHORIZATION FORM

I authorize the Toms River Board of Education and the bank listed below, to automatically deposit my **Total net pay** into my account each payday.

**This authority will remain in effect until I have Canceled in writing**

***If funds to which I am not entitled are deposited into my account, I authorize the Toms River Board Of Education to direct the Bank to return said funds to the Board of Education.***

Name **(PLEASE PRINT)**

Last four numbers of Social Security #

Signature

Date

Bank Name

Bank Address

City

State

Bank Account Number

Bank Routing Number

**This account is (circle one):** Checking Savings

**This is (circle one):** New - Change, on my payroll records  
\*\*\*If the account is *checking*, attach **copy** of a blank voided check.

\*\*\*If the account is *savings* attach a **copy** of a deposit slip with the bank routing number on it.

# DIRECT DEPOSIT

RETURN TO:

**Donald J. Kafer**  
**PAYROLL DEPARTMENT**  
**Toms River Board of Education**



SECURE & SAFE  
NO LONG LINES  
GUARANTEED DEPOSIT  
HASSLE- FREE

TOMS RIVER SCHOOLS  
PAYROLL  
DIRECT DEPOSIT