



Direct Deposit Form

Direct Deposits cannot be processed without either a voided check or a Direct Deposit Enrollment form from your bank.

Please complete this form and forward it to the Administrative Office, Attn. Payroll.

Add (New Participant)

Change (Financial Institution and/or Account #)

Employee Name _____

School _____

Primary Account - This account will receive all net earnings.

Bank Name _____

Checking

OR

Savings

Bank Routing # _____ Account # _____

I authorize the Hopewell Valley Regional School District (HVRSD) and the Bank Listed to automatically deposit my net pay into my account each payday. If funds to which I am not entitled are deposited into my account, I authorize HVRSD to direct the bank to return said funds.

I acknowledge that the Hopewell Valley Regional School District is facilitating this deposit as a convenience to me and agree that they will not have any financial responsibility to me for any errors, fees, etc. resulting from this authorization.

Signature _____

Date _____

New direct deposits and changes to account information on direct deposits must go through a successful pre-note (account validation) to become effective. One full payroll cycle is needed to perform this pre-note.

You will be issued checks while your direct deposit account is being validated.