

Oaklyn Board of Education  
Direct Deposit Application

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
BUILDING LOCATION: \_\_\_\_\_

1. BANK NAME: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
2. ABA/ROUTING NO. \_\_\_\_\_ *(check with your branch)*

	<u>ACCOUNT NUMBERS</u>	<u>AMOUNT (UNLESS IT IS NET)</u>
CHECKING:	_____	_____
SAVINGS:	_____	_____

*(check with your branch for correct account numbers)*

**PLEASE NOTE:**

- A. Under amount, you need only put "NET" if the entire check is to be deposited into your checking account only. If you are putting some money into savings, enter the amount and then put "NET" into the checking column.
- B. A Money Market Account is sometimes considered a checking account but please verify with your individual bank.
- C. Call your local bank to check all numbers on your accounts and your routing number. It is important to note that bank routing numbers and account numbers change as a result of bank mergers, acquisitions, and name changes. If changes occur and are not reported, your pay goes to never-never land resulting in delays in issuing a replacement check until funds are returned.
- D. After your Direct Deposit Application is processed, it will take three (3) complete pay runs to verify accuracy and initiate direct deposit. During this verification process, you will be issued a regular paycheck. **IN THE MEANTIME, PLEASE CHECK YOUR PAY ENVELOPE EACH PAYDAY SO THAT YOU DON'T MISTAKENLY THROW OUT A PAYCHECK.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ANY QUESTIONS PLEASE CONTACT KATHY REED AT 962-5700 ext. 1007

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RECEIVED AT THE BOARD OFFICE: \_\_\_\_\_

DATE CLEARED FOR DIRECT DEPOSIT: \_\_\_\_\_