

TRENTON BOARD OF EDUCATION

"Children come first, Los niños son primero"

James Earle
Superintendent of Schools



Jayne S. Howard
School Business Administrator/Board Secretary

Shawn Mitchell
Assistant Business Administrator/Comptroller

Inez DeJesus
Assistant Comptroller
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AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

CHECK ONE:

New Authorization for Direct Deposit
Cancel Authorization for Direct Deposit
Change Bank/Account Number

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER (Last 4 digits only): XXX-XX-_____

Banking No. 1		
Deposit Amount:	\$ _____	or Deposit Total Net Pay
Bank ABA Number: (9 digits on bottom of check next to account number)		
Bank Account Number:		
Account Type:	Checking	Savings

Banking No. 2		
Deposit Amount:	\$ _____	or Deposit Total Net Pay
Bank ABA Number: (9 digits on bottom of check next to account number)		
Bank Account Number:		
Account Type:	Checking	Savings

I hereby authorize the Trenton Board of Education to initiate by electronic means direct deposit (credit entries) of my net earnings to the accounts listed above and to initiate, if necessary, debit entries and adjustments for any credit entries in error. I authorize my bank to accept and to credit and/or debit the amount of such entries to my account.

Employee Signature: _____ **Date:** _____

****Please see instructions on page 2.**

****Form must be signed by employee.**

****Direct deposit authorization form from your bank or a voided check must be provided.**

****Must indicate if deposit to checking or savings accounts.**

PLEASE RETURN FORM TO PAYROLL DEPARTMENT

108 NORTH CLINTON AVENUE • TRENTON, NEW JERSEY 08609-1014

www.trenton.k12.nj.us

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