

Hackensack Board of Education

Direct Deposit Agreement

To **authorize** direct deposit: complete **PART A**, and either **PART B** or **PART C**.
To **terminate** direct deposit: complete **PART D**
Send the completed form to the Payroll Department at 191 Second Street.

Part A: Authorization of Direct Deposit.

Please initiate direct deposit of my net pay to the account below. I have attached a voided check (Part B) or completed the Credit Union section (Part C).

I understand that direct deposit is a privilege, and is subject to the terms and conditions on this form.

This authorization will be in effect until Hackensack Board of Education receives a written termination notice from myself and has a reasonable opportunity to act on it.

Signature: _____ Date _____

Part B: Attached VOIDED check (from account to receive direct deposit).

Note: NOT REQUIRED for Central Bergen Federal Credit Union. See below.

**** Securely tape voided check here.****

****Do not send a Greater Alliance Federal Credit Union share draft.****

If Savings Routing# _____ Account # _____

Part C: Deposit to Greater Alliance Federal Credit Union (GAFCU).

Note: Anyone authorizing direct deposit to the Greater Alliance Federal Credit Union must complete and sign both PART A and Part C.

I authorized direct deposit to the Greater Alliance Federal Credit Union. I do understand that the GAFCU will follow its own policies regarding which sub-accounts are to receive funds and in which order of preference.

I further understand that when direct deposit takes effect, no separate Credit Union deduction will appear on the pay stub.

Signature: _____ Date _____

Print Name: _____

Part D: Termination of Direct Deposit.

Signature _____ Date _____

Print Name: _____