To: All Bloomfield College Employees

From: Elaine Jackson-Blue

Re: Direct Deposit Services

How does it work? Easily and Conveniently. Every payroll we will prepare your salary statement showing amount earned, deductions and net pay (this statement will be available to you on payday in the Payroll Office from 12:00 noon until 4:30pm and from 8:30am until 4:30 pm thereafter). But instead of writing you a check for the net amount, we direct Provident Bank to credit the amount directly to your bank account as authorized on the attached form.

Direct Deposit Benefits:

- Immediate availability of funds on normal payday
- No danger of lost or stolen paychecks, or large sums of money to carry
- No need to wait in long lines at the bank
- Automatic deposit of pay when ill or on vacation

Please note that a pre-notification from your bank is required for direct deposit setup which will delay your first payroll deposit by one payroll. Your direct deposit will then be processed on the next payroll date as long as all information is in good order. Questions please call or stop by the Payroll Office located on the first floor in Knox Hall. Ext. 203

If you are interested in direct deposit, you must complete and return the attached authorization agreement to Elaine Jackson-Blue (Payroll) ext. 203
Bloomfield College
Authorization Agreement for Automatic Deposits

Please read this form carefully and write clearly

1. Find out if your bank accepts direct deposit
2. Notify your bank that you are going to set up direct deposit through Payroll. Make sure that there isn’t anything special you need to do as far as they are concerned
3. If you have any questions with regard to the TBA #/ABA # or your account number, please call your bank directly for verification.
4. Please place a check mark next to the reason for this form:
   ________ First time set-up for direct deposit (complete 5 & 6 below)
   ________ A new account to replace current direct deposit (complete 5 & 6 below)
   ________ Cancel direct deposit (complete 6 below)

5. Bank Account Information:
   a. Bank Name: ___________________________________________
   b. Bank TBA #/ABA #:
      [Blank]
   c. Bank Account #:
      [Blank]
   d. Please circle one: Checking or Savings

   Please attach a voided check from your checking account or a deposit slip from your savings account for the above.

6. I authorize Bloomfield College and the bank listed above to deposit my net pay into my account each payday.
   - If funds to which I am not entitled are deposited to my account, I authorize Bloomfield College to direct the bank to return said funds.
   - I understand that my deposit will not be credited to my bank account until 12:00 noon on my regular payday.
   - I understand that I must complete a new “Authorization Agreement for Automatic Deposits” form for any future changes to the information that is listed above.

Signature:________________________________________________________

Date: _______________________ Day-time Phone #: ____________________