

**BERKELEY TOWNSHIP BOARD OF EDUCATION**

**53 CENTRAL PARKWAY  
BAYVILLE NJ 08721-2414**

**Emalisa Haller  
Payroll Department**

**(732) 269-2321 ext 3206  
fax: (732) 269-4487  
E-mail: [ehaller@btboe.org](mailto:ehaller@btboe.org)**

**DIRECT DEPOSIT**

Please initiate/edit my Direct Deposit based on the information I have completed below.  
I understand that this will take effect in the next two pay cycles.

**ENROLL**

**ADD**

**CHANGE**

(Circle One)

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Trans/ABA#** \_\_\_\_\_ **Account #** \_\_\_\_\_

**Account type: (Circle One)**

**Checking**

**Savings**

ATTACH VOIDED CHECK HERE

**Note: Please use separate forms for each direct deposit bank and/or account.**

\_\_\_\_\_ **I would like the entire amount of my check to be deposited.**

\_\_\_\_\_ **I would like the amount of this direct deposit to be: \$** \_\_\_\_\_

\_\_\_\_\_ **Please change the amount of my direct deposit to: \$** \_\_\_\_\_

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_