



Hopewell Valley Regional School District

Direct Deposit Form

Direct Deposits cannot be processed without either a voided check or a Direct Deposit Enrollment form from your bank.

Please complete this form and forward it to the Administrative Office, Attn. Payroll.

Add (New Participant)

Change (Financial Institution and/or Account #)

Employee Name

School

Primary Account - This account will receive all net earnings.

Bank Name _____

Checking

OR

Savings

Bank Routing # _____ Account # _____

I authorize the Hopewell Valley Regional School District (HVRSD) and the Bank Listed to automatically deposit my net pay into my account each payday. If funds to which I am not entitled are deposited into my account, I authorize HVRSD to direct the bank to return said funds.

I acknowledge that the Hopewell Valley Regional School District is facilitating this deposit as a convenience to me and agree that they will not have any financial responsibility to me for any errors, fees, etc. resulting from this authorization.

Signature

Date

All new direct deposits and changes to account information on direct deposits must go through a successful pre-note (account validation) to become effective. One full payroll cycle is needed to perform this pre-note.

You will be issued checks while your direct deposit account is being validated.