

**ORANGE BOARD OF EDUCATION
PAYROLL DEPARTMENT**

Direct Deposit Authorization Form

I hereby authorize my NET pay from the Orange Board of Education be direct-deposited into the account and financial institution indicated below. I agree that the Orange BOE will not be held responsible for any damages or costs I may incur should my paycheck, for any reason, not be deposited in a timely manner or in to the proper account.

For direct-deposit to a Checking account, attach a **VOIDED CHECK (or COPY)**

For direct-deposit to a Savings account, attach a **DEPOSIT SLIP.**

(In lieu of above, the bank can provide a document with the account & routing number)

Please allow at least two pay cycles for the direct-deposit to become active.

Any questions, please contact Angela Booth in Payroll, abooth@orange-ed.org

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Print Employee Name			
Employee Signature			
Date of Request			
Employee Address			
Address Line #2			
City, State, Zip Code			
Bank Name			
*Routing Number			
Type of Account	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	
Account Number			

*The bank Routing number can be found on the bottom left of the check or deposit slip.

Electronic Communication Disclosure/Authorization

I hereby authorize the Orange Board of Education to use the email listed below for any electronic communication including, but not limited to, direct deposit vouchers, payroll and insurance documents, personnel file information, attendance records, etc.

Print Employee Name	
Employee Signature	
Email Address	

(OBOE email for all employees except Substitutes who must use a Personal email)