

BERLIN BOROUGH SCHOOL DISTRICT  
"WHERE Students Discover their Potential"



*Dr. Joseph Campisi*  
*Superintendent*

*Patricia Palmieri*  
*Business Administrator/  
Board Secretary*

DIRECT DEPOSIT

Employees have the option to have their paycheck deposited directly. If interested in participating, you must complete the attached form and provide a voided check to start the process. The check will not be returned to you.

If you have any questions, please feel free to ask. The ABA number is the nine (9) digit number found to the left of your account number on the bottom of your personal check. Your bank can provide this number if you contact them.

After signing up for direct deposit, your information is put in the payroll system and a test and verification is done with the bank the next payday. You will receive a check that payday and direct deposit will start the following payday.

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AUTOMATED CLEARING HOUSE (ACH)

AUTHORIZATION AGREEMENT

I (we) authorize Berlin Borough Board of Education hereinafter called the Board. To initiate entries (debit and/or credit) to my (our) accounts at the financial Institution indicated below.

\_\_\_\_\_  
Account Name

\_\_\_\_\_  
Receiving Bank

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
ABA Routing/Transit Number

\_\_\_\_\_  
Account Number

Checking    Savings    Money Mkt  
Type of Account (Circle One)

\_\_\_\_\_  
Dollar Amount

\_\_\_\_\_  
Percentage

This authorization is to remain in full force and effect until the Board has received written notification from me (us) of its termination in such time and in such manner as to afford the Board a reasonable opportunity to act on it.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature  
(Joint Account)

\_\_\_\_\_  
Date