



HUMAN RESOURCE SERVICES

Seventh-day Adventist Church
NEW JERSEY CONFERENCE

Direct Deposit Application

I wish to have my payroll check deposited directly into my personal account YES () NO ()

If you answered YES above, please provide the following information:

≡Name of Bank: _____ Type of Account: CHECKING () or SAVINGS ()

≡Bank Routing #: _____ ≡Your Account #: _____

≡Attach a VOIDED CHECK from the above account.



If it is a new account, and you do not have a personalized check, please print your name on the check.

If you do not have checks, please request a Direct Deposit Authorization Form from your bank, and attach it to this form.

**ATTACHED
VOIDED CHECK
HERE**

Email Notification

I would like to have my Direct Deposit statement emailed to me Yes No

Email Address: _____ @ _____ . _____
(PLEASE PRINT)

PLEASE SIGN FORM BEFORE RETURNING

Print Name: _____ Signature: _____

Direct Deposit Program * NEW JERSEY CONFERENCE

Questions and Answers

- Q. What is Direct Deposit?
- A. Direct Deposit (DD) is a system whereby the balance of your monthly paycheck is transmitted electronically from the New Jersey Conference computer to your bank's computer and deposited to your account at your bank or financial institution.
- Q. How will I know the bank has given me the right amount of money?
- A. Every payday an earnings statement, showing gross salary, taxes, other deductions, and net pay will be sent to you. This earnings statement may not look like the check stub you currently receive, but it will contain the same information. The net pay figure should be the same as your direct deposit at your financial institution. This statement, along with other items commonly distributed with the payroll, will be sent to your home address.
- Q. Is DD safe? What if my money gets lost in the computer?
- A. DD, also known as electronic transfer, is widely used in the banking industry today and is not only the safest, but the fastest, most reliable, least expensive, and most convenient way to transfer money.
- Q. What does DD cost?
- A. For the Conference, DD, or electronic transfer, will be less expensive than writing checks. For the individual, it will save you the time and cost of taking your check to the bank. Your bank service charge, if you are paying one, should not increase, as we are not aware of any financial institution which makes a charge for deposits. In fact, several financial institutions offer free accounts to those who use DD. There is the additional advantage that your check will be credited to your personal account on schedule, even if you are on vacation, out of town on business, or ill.
- Q. Do I need a bank account for DD?
- A. Yes, you must have a bank account at a financial institution which accepts DD.
- Q. How do I sign up for DD?
- A. Simply, complete the accompanying application form, **attach a voided personalized check** and return it to the New Jersey Conference payroll department.
- Q. What if there is a problem with my DD and I don't receive credit at the bank?
- A. It is quite unlikely this will happen. However, in the event that it might, you should first call payroll to verify that a credit was sent to the bank, then you may need to call the bank to determine why it may not have been credited to your account. In the event your account is credited in error your employer and/or your financial institution reserves the right to reverse such credit, only to the extent of correcting any payroll related error.
- Q. Will my direct deposit take effect right away?
- A. Probably not. We will send a test transmission to make sure everything is correctly coded before actually sending your first pay to your bank account. So you will probably get one more paper paycheck before your first actual direct deposit.