

Glassboro Public Schools

560 Joseph Bowe Boulevard
Glassboro, New Jersey 08028

www.gpsd.us

Phone: 856-652-2700
Fax: 856-881-0884

Dr. Robert Preston
Chief Academic Officer



Michael Sloan
Business Administrator

Dr. Mark J. Silverstein, MBA, Superintendent of Schools

TO: All Employees

FROM: Michael Sloan
Business Administrator

SUBJECT: DIRECT DEPOSIT OF YOUR PAYCHECK

Direct Deposit is available to all employees. There are, however, some restrictions at this time:

- 1. You must deposit the total amount of your net pay.**
- 2. You can deposit into one account only.**

If you are interested, please complete the information requested below and return it to Michael Pipitone in our payroll office. After all information has been collected, it must be verified and tested. You will be notified of the exact effective date your check will be deposited directly.

Employee Name (Print) _____

Employee Signature: _____

School/Location: _____

Bank Name/Address: _____

Bank Routing Number: _____

Choose One Only:

Checking Account Number: _____
(Please attach a copy of a voided check)

Savings Account Number: _____
(Please attach any documentation from your bank with your account number listed. NO DEPOSIT TICKETS PLEASE!)

If you have any questions, please do not hesitate to contact Michael Pipitone at 856-652-2700 x6211.