



ELECTRONIC PAYMENT APPLICATION FOR ~~PAYROLL~~ AND ACCOUNTS PAYABLE

Non-Agreement Bus Agreement Rail Agreement Police Agreement

- INSTRUCTIONS:**
- For Checking Account deposits, **PLEASE ATTACH A COPY OF YOUR PERSONAL CHECK TO THE TOP OF THIS FORM.**
 - Your Bank Routing and Account Numbers can be taken from the attached check, or contact your financial institution to obtain this information.
 - If you are selecting a credit union or money market account for your deposit, contact your financial institution for the account type.
 - You may have a maximum of four (4) Direct Deposit Accounts for your Payroll and only one (1) ACH Account for Accounts Payable.
 - Your Payroll Direct Deposit options must cover your total net pay; you may not elect to also receive a paycheck.
 - This form must be completed and submitted whenever any changes occur to your bank routing number, account number, or bank of deposit (Including closing your account). Once a change is submitted for Payroll, your previous Payroll Direct Deposit will stop and you will receive an actual paycheck for one pay cycle.
 - Submit the completed and signed form to Payroll and Accounts Payable, using the email address: ElecPayApp@njtransit.com
 - The employee is responsible for confirming that the deposited funds are available in his/her Bank Account prior to issuing checks against his/her account. Please verify the deposits with your financial institution.

Non-Agreement Employees: Electronic payments are mandatory. Please note that if an electronic payment application is not submitted:

For Payroll payments – You will be paid via ADP Pay Card

For Accounts Payable payments – You must submit a request for an exemption. Exemptions will be reviewed by the Deputy CFO (or designee) on a case by case basis.

TYPE OF ACTION: NEW CANCELLATION ACCOUNT CHANGE BANK CHANGE AMOUNT CHANGE

EMPLOYEE NAME:	TELEPHONE NUMBER:	Email Address:	EMPLOYEE NUMBER:
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Banking Information

	BANK NAME	ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	
PAYROLL DEPOSIT 1				<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	PARTIAL FIXED AMOUNT \$ _____ (MINIMUM \$25.00)
PAYROLL DEPOSIT 2				<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	PARTIAL FIXED AMOUNT \$ _____ (MINIMUM \$25.00)
PAYROLL DEPOSIT 3				<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	PARTIAL FIXED AMOUNT \$ _____ (MINIMUM \$25.00)
PAYROLL NET DEPOSIT				<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	BALANCE OF NET PAY

ACCOUNTS PAYABLE REIMBURSEMENTS WILL BE DEPOSITED TO THE 'PAYROLL NET DEPOSIT' BANK ACCOUNT ABOVE, UNLESS OTHERWISE SPECIFIED IN THE SECTION BELOW

ACCOUNTS PAYABLE DEPOSIT				<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	FULL PAYMENT
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The Federal Banking Commission permits the reversal of Direct Deposit transactions, in the event a deposit is made in error. Your signature authorizes NJ Transit to recover any erroneous deposits you are not entitled to.

EMPLOYEE SIGNATURE:	DATE:
PROCESSED BY:	DATE: