## How to Comlete a Direct Deposit Authorization Form in the Employee Portal

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When you log into the Employee Portal, go to the **Payroll** tab. Click on the **Forms** button. You will be brought to the following tab, click on **Fill Form** button.

Payroll Forms								
#.	Form	Started	Submitted	Status	Actions			
There are no forms on file.								
Fill Form								
				_				

## Click on the Direct Deposit Authorization Button

Choose Form	
Federal W-4 NJ-W4 NJ-165 (Non-residence In New Jersey)	Direct Deposit Authorization
	Cancel
🖂 Direct Deposit Authorization Agreement	
I hereby authorize the Rydell High School District, hereinafter called Board, to initiate credit entries (d entries and adjustments for any credit entries in error to the checking or savings account indicated be called Depository, to credit and/or debit the same to such account.	rect deposit) and to initiate, if necessary, debit low and the depository names below, hereinafter
Primary Account: *Depository Name (Bank): *Bank Transit/ABA Number (9 digits):	Enter the information for your Primary Bank
*Account Number:	Account
*Choose One:  Checking  Saving	
Secondary Account:	
Depository Name (Bank):	Optional: Enter
Bank Transit/ABA Number (9 digits):	information for a
*(Enter again to verify) Account Number:	Secondary Account
Amount to be deposited per pay (must be a dollar amount)	
Choose One: 💿 Not Selected 🔿 Checking 🔿 S	Saving
All remaining monies will be deposited into the Primary account	
This authorization will remain in effect until I give written notice to the payroll department to change	authorization.
The board is held harmless against any and all claims, demands, suits, or other forms of liability relate	d to the electronic transfer of paychecks.
Save View Filled PDF	

Enter your information and click the **Save** button. Once you have saved, click the **View Filled PDF** Form to review the completed form.

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To attach a copy of a check(s), you can either click the **Choose File** button or drag and drop the files to the designated area. Then, Sign and Submit your form.

lease attach an image of a elect File / Take Picture:	a voided personal check for a check	king account, or pre	printed deposit slip for savings account
#. Filename		Туре	Size (1, .cs)
	or drag files into this area.		
		load	
Sign and Submit Dir	ect Deposit Authorization		
Click the SAVE butto	on above to ensure all of your data is	saved before clickin	g the Sign and Submit Button bellow.