L. J. Gonzer Associates
101 N. Feeltus Street, South
Amboy, New Jersey 08879
908.709.9494 (ph)
732.218.8603(fax)

DIRECT DEPOSIT INSTRUCTIONS

L. J. Gonzer Associates offers direct deposit to all employees. Any employee who wishes to take advantage of direct deposit will need to do the following:

1. Complete and sign the enclosed enrollment form. This form must be completed in full before we can begin processing direct deposit, so please read the instructions carefully.

2. Attach a void check from the checking account(s) listed on the enrollment form. Please write the word VOID in the signature area of the check, preferably in big, bold, red letters. We need the information regarding your bank account contained in the check. Please refer to your banks guidelines for the proper routing numbers for Direct Deposits/ACH Payments. This is especially true with Non-Traditional banking institutions. (i.e. Credit Unions, Investment Banks, Money Market Accounts etc.…)

3. Send your completed enrollment form and void check(s) to the Payroll Department in the enclosed return envelope.

Direct deposit of your paycheck should begin approximately two weeks after your completed form has been received by the Accounting Department. During that time, any paychecks you receive will be standard negotiable checks.

Please note: In order to have weekly payroll direct deposited **Employees must have their time reported by Tuesday the following week.** Time received after that may require a standard paper check and may delay the distribution of pay checks. All other paychecks will be standard negotiable checks.

If you have any questions regarding direct deposit, the enrollment form, or a general payroll question, please contact Emily Black at Ext. 327.