SUMMER PAYMENT PLAN

The Payroll Dept. does not set up the Summer Payment Plan for employees

as in years past. You should contact your building representative or

Sue Avallone, CPEA President. A time should be set up for a bank

representative from North Jersey Federal Credit Union to come to our schools

for Open Enrollment. However, if you wish to speed up the process here’s what you can do.

Contact our North Jersey Federal Credit Union representative:

 Monique Scott at 973-785-9200 EXT. 3365

Inform her that you wish to open a Cliffside Park Board of Education

Summer Payment Savings Account. She will aid you in setting up your

own personal savings account. On the 15th and 30th 16.5% of your NET

salary is sent directly to this account. You may withdraw your money in

July.

IMPORTANT: You must either have Monique email me with your new account and routing number or get a printed bank form from North Jersey with

their routing number and your new personal account number on it. Go to

our website: [www.cliffsidepark.edu](http://www.cliffsidepark.edu) and under Faculty Downloads you will

find a Direct Deposit Form. Print it out, follow the instructions regarding completing it, attach a copy of the form you received from North Jersey and

send it to me in the school mail. Your Summer Pay will start with the next

payroll.

NOTE: You do not have to complete your existing direct deposit information

again, only the new information needed to establish your new Summer

Savings Account.

Terry Sigrist

Payroll Secretary

Ext. 2314