

SUMMER SAVINGS PAYMENT PLAN

The Payroll Department does not set up the Summer Savings Plan for our employees.

You must contact your building representative or CPEA President for information on how to do so or you may contact North Jersey Federal Credit Union directly and request to open an account:

North Jersey Federal Credit Union

711 Union Boulevard | Totowa, NJ 07512

Office (973) 785-9200

Inform them that you wish to open a Cliffside Park Board of Education Summer Savings Payment Account. Please Note: On the 15th and 30th of each month 16.5% of your NET salary Will be deposited directly to this account. **NO OTHER AMOUNT IS ALLOWED.** This money will be available for withdrawal in June.

IMPORTANT: You must either have North Jersey email me with your new account and routing number or get a printed bank form from them with the information required. No hand written numbers will be accepted.

Go to our website: www.cliffsidepark.edu and under Faculty Downloads you will find a Direct Deposit Form. Print it out, follow the instructions, attach a copy of the North Jersey form with your account information and send it in the school mail to my attention. Your Summer Pay will start with the next payroll cycle.

NOTE: You do not need to complete your existing direct deposit information again, only the information needed to establish your new Summer Savings account.

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