

**CLIFFSIDE PARK PUBLIC SCHOOLS  
CLIFFSIDE PARK, NJ 07010**

**Summer Savings Payment Plan**

The Payroll Department does not set up the Summer Savings Plan for our employees. You must 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 15<sup>th</sup> and 30<sup>th</sup> of each month **16.5%** of **your NET** salary will be deposited directly into this account. **NO OTHER AMOUNT IS ALLOWED.** This new percentage reflects the new payroll company, Action Data Services. This money will be available for withdrawal late in June.

**IMPORTANT:** You must either have North Jersey email the payroll department ([jmancini@cliffsidepark.edu](mailto:jmancini@cliffsidepark.edu)) 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 [www.cliffsidepark.edu](http://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 via school mail to the payroll department. 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.