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PAYROLL ADMINISTRATION MEMORANDUM **NUMBER 5**

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memorandum which can be accessed by clicking on the following link:

<http://schools.nyc.gov/Offices/DFO/PayrollAdministration/KeyDocuments/Payroll+Memoranda.htm>

Memo #5 – Dated September 10, 2009 **Electronic Fund Transfer (EFT) Enrollment**

This memo details how employees of the DOE may have their paycheck (net pay) electronically deposited into their checking or savings account. Electronic Fund Transfer (EFT) allows employees to have immediate access to his/her pay.