FORM:  Direct Deposit Authorization
DATE LAST REVISED:  4/7/09

FORM INSTRUCTIONS:
Fill out the form completely and return it to the Treasurer. The Treasurer’s office is on the 2nd floor of the Town House and the hours of operation are 9am to 5pm.
DIRECT DEPOSIT AUTHORIZATION

To initiate direct deposit of your paychecks, please complete this form and return it to the Treasurer’s Office.

NAME___________________________________

EMPLOYEE NUMBER _____________________

BANK__________________________________

ABA # __________________________________

ACCOUNT # ___________________________ Type: Checking _____ Savings_______

AMOUNT ________________________________ NET PAY ___________________

BANK__________________________________

ABA # __________________________________

ACCOUNT # ___________________________ Type: Checking_____ Savings________

AMOUNT ________________________________ NET PAY________________

BANK__________________________________

ABA # __________________________________

ACCOUNT # ___________________________ Type: Checking_____ Savings________

AMOUNT ________________________________ NET PAY________________

If funds are to be deposited into your checking account, please attach a copy of a voided check.

Signature______________________________Date____________________________

For Office Use Only ____________________________________________________________

Treasurer’s Office________________________

Date_______________________