TOWN OF EAST LONGMEADOW

DIRECT DEPOSIT AUTHORIZATION FORM

Instructions:

- Submit a direct deposit authorization form upon hiring and whenever your bank, account information and/or amount to be deposited changes.
- Attach a pre-printed ***VOIDED CHECK and/or LETTER*** from your financial institution checking or savings account to the completed authorization form.
- Enter the amount being deposited to the financial institution below. If entire check is going into one financial institution – Please enter "**NET"** on the amount line.

Limit up to six (6) separate accounts/banks/financial institutions.

- A separate Direct Deposit Authorization Form must be completed for each checking or savings account.
- Attach a pre-printed ***VOIDED CHECK and/or LETTER*** from your financial institution checking or savings account to the completed authorization form.
- Limit up to six (6) different accounts/banks/financial institutions.
- After we receive your completed form, it may take one to two pay cycles for your changes to take effect.
- Return completed form to the Payroll Department.
- Please print or type

___ New Authorization   _____ Change Amount/Bank/Account Information

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Employee Name _____

Employee ID# or Last 4 Digits of SSN#_____

Account Type: _____ **Checking Account** _____**Savings Account**

Amount: _____

Financial Institution Name _____

Financial Institution City and State _____

Transit/Routing (ABA) Number: _____

Account Number at Financial Institution _____

I authorize the Town of East Longmeadow and the financial institution listed above to initiate electronic entries and, if necessary, debit entries and adjustments for any credit entries in error to the account listed above each pay day. This authority will remain in effect until I change it in writing with the Town of East Longmeadow's Payroll Department.

Employee Signature:	**Date:**
_____	_____

8/13/2020