

DIRECT DEPOSIT AUTHORIZATION



This form must be completed for Direct Deposit.

You must:

- A. Already have the (checking or savings) account set up at your bank.
- B. Confirm your bank accepts direct deposits. Verify the bank's transit/routing number and your account number (including dashes).
- C. Notify your bank that you are planning to set up direct deposit through payroll. Inform the Finance Department of any unique requirements of your bank.

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Please check the appropriate box:

- ☐ A new account (complete A through E below).
- ☐ Canceling account (complete item C below). Do not close an account unless you cancel it through payroll first.
- ☐ Direct deposit already set up; changing \$ amount only (complete C through E below).
- ☐ A new account to replace a direct deposit already set up (complete A through E below).

Old account number (account being replaced). — — — — —

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	Account # 1	Account # 2	Account # 3
A. Bank Name	_____	_____	_____
B. Bank Transit /Routing#:	_____	_____	_____
C. Bank Account #:	_____	_____	_____
	Checking ☐ or Savings ☐	Checking ☐ or Savings ☐	Checking ☐ or Savings ☐
D. Full Deposit of net pay	☐		
E. Fixed amount per pay	\$ _____	\$ _____	\$ _____

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- I authorize the Town of Suffield and the bank listed above to deposit my net pay or fixed amount thereof as indicated above into my account each pay day.
- If funds to which I am not entitled are deposited into my account, I authorize the Town of Suffield to direct the bank to return said funds.
- I understand that my deposit will be credited on the pay date indicated on the check voucher (anticipating no unforeseen delay in the electronic transfer process).
- I understand that it is my responsibility to ensure that my wages are deposited correctly into my account each pay date.
- I authorize the town to send my direct deposit advice to the following email (advices are sent password protected):

Employee Email Address: \_\_\_\_\_

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

It will take about two to three weeks to verify and test the account number information, as required by the FDIC.