



## DIRECT DEPOSIT EMPLOYEE AUTHORIZATION

I hereby authorize to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries in error, to my

- Checking/NOW Account \_\_\_\_\_ Savings \_\_\_\_\_ Credit Union \_\_\_\_\_ as indicated at the bank name below.

Direct Deposit Options:

1. Entire paycheck to be deposited \_\_\_\_\_
2. A portion of paycheck to be deposited \_\_\_\_\_
  - If Option #2 Amount to be deposited into Checking/NOW \$ \_\_\_\_\_
  - If Option #2 Amount to be deposited into Savings Account \$ \_\_\_\_\_
  - If Option #2 Amount to be deposited into Credit Union \$ \_\_\_\_\_

### ***Checking/NOW Account Information***

Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transmit/ABA# \_\_\_\_\_ Bank Account # \_\_\_\_\_

### ***Savings Account Information***

Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transmit/ABA# \_\_\_\_\_ Bank Account # \_\_\_\_\_

### ***Credit Union Account Information***

Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transmit/ABA# \_\_\_\_\_ Bank Account # \_\_\_\_\_

This authority is to remain in full force and effect until the Town of Upton has received a written notification from me of its termination in such time and in such manner as to afford the Bank a reasonable opportunity to act on it.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If direct deposit is being made to your Checking/NOW please provide a VOIDED check. If direct deposit is being made to Savings or Credit Union the Transmit/ABA # can be obtained by your bank.