



**Many employees consider Direct Deposit to be the best method of payment for many reasons:**

- ❖ Funds are deposited to your account even while you are on vacation!
- ❖ Funds can be split between several accounts!
- ❖ There is no need to wait in line to pick-up cash or deposit a check!
- ❖ Less risk – you don't have large amounts of cash on hand!
- ❖ It can help you save money!
- ❖ Many banks provide perks for customers with direct deposit!
- ❖ Give yourself a break and sign up for Direct Deposit today!

Complete the direct deposit form and return it to the Payroll in the Treasurer's Office with a voided check or deposit slip to start your direct deposit as soon as possible!!

### **PAYROLL DIRECT DEPOSIT AUTHORIZATION**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_ SS# \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip : \_\_\_\_\_

\_\_\_\_\_ Start Deduction \_\_\_\_\_ Change Deduction \_\_\_\_\_ Stop Deduction

My Employer, THE CITY OF NORTH ADAMS, is hereby authorized to deduct a total amount of \$ \_\_\_\_\_ (indicate NET PAY to deposit your entire pay check) from my wages each pay period until further notice. My employer is also authorized to reverse any deposit made in error to my account through the company direct deposit program.

	<b>Bank Name</b>	<b>Bank Transit Number</b>	<b>Account #</b>	<b>Amount</b>
_____ Checking:	_____	_____	_____	_____
_____ Savings:	_____	_____	_____	_____

**\*\* Return to payroll with a voided check or deposit slip**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_