

# Town of Stoneham

35 Central Street  
Stoneham, MA 02180



Human Resources Department  
(781) 279-2630

## Authorization for Direct Deposit of Payroll Check

Employee: Return this completed form to the Human Resources Department.

*Note: Your Financial Institution may take several weeks to process.*

**Check  ONE of the following boxes:**

- |  |  |
|--|--|
| <input type="checkbox"/> Initial Enrollment for Direct Deposit | <input type="checkbox"/> Cancel an Existing Direct Deposit |
| <input type="checkbox"/> Change for an Existing Direct Deposit | <input type="checkbox"/> Add Additional Deposit*           |

- \* Employees are allowed up to four direct deposits, you are not required to have four.
- \* You must complete a separate form for each Direct Deposit.

Date		Employee #		Department	
Name					
Address					

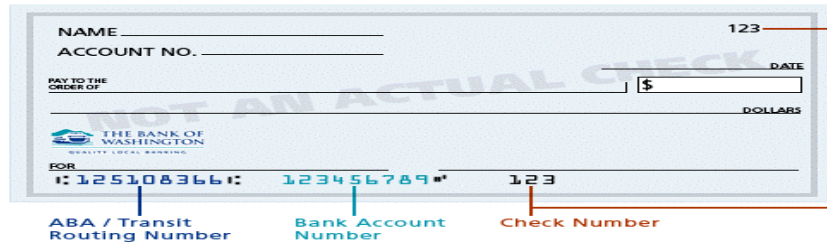
I hereby authorize and request the Town of Stoneham ("Town"), to deposit any amounts owed me by initiating credit entries to my accounts at the following financial institution indicated on this form. Further, I authorize the financial institution to accept and to credit any credit entries indicated by the Town to my account. In the event that the Town deposits funds erroneously into my account, I authorize the Town to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the Town and my financial institution have received written notice from me of its termination in such time and in such manner as to afford the Town and the financial institution a reasonable opportunity to act upon it.

<b>Employee Signature</b> →	<b>Date</b> →
-----------------------------	---------------

### Financial Institution Information: Check EITHER Checking Account or Savings Account

<input type="checkbox"/>	Checking Account → →	<b>Attach a Voided Check</b>	Attaching a Voided Check insures accuracy
<input type="checkbox"/>	Savings Account → →	<b>Attach a Savings Deposit Slip</b>	Attaching a Deposit Slip insures accuracy
Bank Name			
Branch Location		<b>The Branch location where you bank</b>	
City, State, Zip			



<b>Account Information</b>	<b>Net of Check</b> <input type="checkbox"/> (select for main deposit)	<b>Amount \$</b> (specify amount for additional deposits only*)
<input type="checkbox"/> Checking Account → →	<b>ABA #</b>	<b>Bank Account #</b>
<input type="checkbox"/> Savings Account → →	<b>ABA #</b>	<b>Bank Account #</b>
Bank Name		
Branch Location		
City, State, Zip		

**\*A separate form will need to be completed for each direct deposit.**

### FOR OFFICE USE ONLY

Received by HR and forwarded to Treasurer's Office on:	Date:	By:
Treasurer's Office pre-note/EFT Confirmation received on:	Date:	By:
Completed and Returned to Human Resources on:	Date:	By: