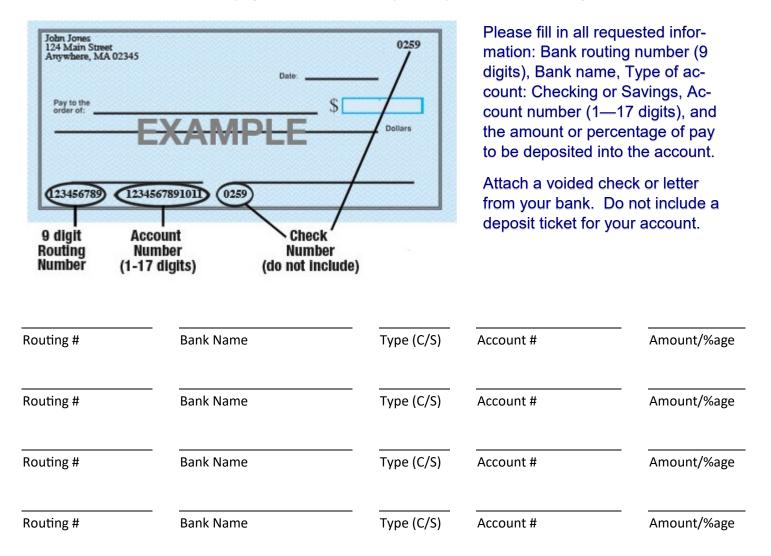# Town of Ocean City
Direct Deposit Authorization Form

Direct Deposit is a smart way to get paid. The process is safe, reliable, accurate, timely and confidential. Your paycheck can be deposited at any bank and in several different accounts. Reduce the chance of lost or stolen paychecks. Once completed, please return to Payroll in Finance.

John Jones
124 Main Street
Anywhere, MA 02345

0259

Date: _____

Pay to the order of: _____ $ [   ]

EXAMPLE

Dollars

(123456789)   (1234567891011)   (0259)

9 digit Routing Number   **Account Number (1-17 digits)**   **Check Number (do not include)**

Please fill in all requested information: Bank routing number (9 digits), Bank name, Type of account: Checking or Savings, Account number (1—17 digits), and the amount or percentage of pay to be deposited into the account.

Attach a voided check or letter from your bank. Do not include a deposit ticket for your account.

Routing #	Bank Name	Type (C/S)	Account #	Amount/%age
Routing #	Bank Name	Type (C/S)	Account #	Amount/%age
Routing #	Bank Name	Type (C/S)	Account #	Amount/%age
Routing #	Bank Name	Type (C/S)	Account #	Amount/%age

By signing this agreement, I authorize the Town of Ocean City to initiate credit entries to the account(s) indicated for the purpose of payroll. I also authorize the Town of Ocean City to initiate, if necessary, debit entries and adjustments for any credit entries made in error.

_____   _____

Signature   **Date**

_____   _____   _____

Printed Name   **Employee #**   **Email Address**