

TOWN OF WAKEFIELD

Direct Deposit Authorization

- Please complete this form and return it to the payroll department.
- Be sure to include a voided check from your checking account and/or account information for your savings account, whichever is applicable. The details from this information will be used to verify the account.
- You also have the option to deposit a part of your net pay into a secondary account, such as savings or credit union account. Please specify the biweekly dollar amount from your net pay that should be deposited in your secondary account.
- **Your first check will not be direct deposit.** The payroll must first test the account to verify it is correct.

Employee Name:	Social Security Number:
Primary Account - 9999:	Secondary Account - 9998
_____ Bank Name	_____ Bank Name
_____ Routing Number	_____ Routing Number
_____ Account Number	_____ Account Number
 <input type="checkbox"/> First Time Direct Deposit	 <input type="checkbox"/> First Time Secondary Account
<input type="checkbox"/> Change Primary Account	<input type="checkbox"/> Change Secondary Account
<input type="checkbox"/> Terminate Direct Deposit	<input type="checkbox"/> Terminate Secondary Account
Please check the applicable option:	Please check the applicable option:
Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Checking <input type="checkbox"/> Savings <input type="checkbox"/>

I authorize The Town of Wakefield and the above Financial Institution to deposit my net pay and/or flat amount automatically into my account(s) each payday, and to initiate any necessary adjustments for entries made in error to my account.

(Signature)

(Date)

Attach Void Check(s) Here