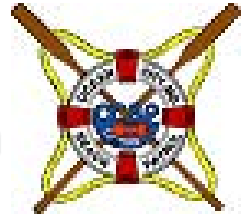




# Town of Ocean City

## 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

Date: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**EXAMPLE**

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