TOWN OF SHERBORN - DIRECT DEPOSIT AUTHORIZATION FORM

Employee name: _____

Soc Sec #: _____ - _____ - _____   Employee No: _____

Provide the following information for each bank account to which you wish to direct deposit

Acct #1

Bank name: _____

Transit No (9 digits) ☐☐☐☐☐☐☐☐☐   Account No _____

Account type -----> ☐ Checking account: ☐ Savings account
(Check one)

Deposit choice --> ☐ Deposit entire net payroll check
(Check one)
☐ Deposit a specified dollar amount ---> $_____

Acct #2

Bank name: _____

Transit No (9 digits) ☐☐☐☐☐☐☐☐☐   Account No _____

Account type -----> ☐ Checking account: ☐ Savings account
(Check one)

Deposit choice --> ☐ Deposit entire net payroll check
(Check one)
☐ Deposit a specified dollar amount ---> $_____

I authorize Harpers Data Services, Inc. and the financial institution below to deposit my pay automatically to the accounts listed above

Employee signature: _____   **Date:** _____

Instructions:

1) **Enter the required information above for each bank account into which you wish to make a direct deposit.**

2) **Attach a <u>voided</u> check to the application for each account into which you wish to make a direct deposit**

OR

Attach a <u>copy</u> of a check for each bank account to which you wish to make a direct deposit. If you are direct depositing into a savings account, obtain a document from your bank listing the bank routing number and your account number.

3)

Once we have received the information and entered it into our payroll system, it will take at least one subsequent payroll before the direct deposit will take effect.