

BARRE CITY EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM

To enroll in direct deposit simply fill out this form and give it to the Payroll department. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the routing number/ transit number for your account. It isn't always the same as the number on the savings deposit slip. This will help insure that your funds are deposited correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



IMPORTANT! Please read and sign before completing and submitting.

I hereby authorize the City of Barre to deposit any payroll amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (herein "bank") indicated on this form. Further, I authorize the the bank to accept and to credit any credit entries indicated by the City to my accounts. In the event the City deposits funds erroneously into my account, I authorize the City to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in force and effect until the City and Bank have received written notice from me of its termination in such time and in such manner as to afford the City and Bank reasonable opportunity to act on it.

Employee Name _____

Email _____

Employee Signature _____

Date _____

ACCOUNT INFORMATION

You may identify up to four (4) accounts to receive direct deposits from your weekly pay check. Any net amount any net amount will be paid to you in a check

Please note

- You may only include banks and credit unions on this list – the City will not make deposits to vendors, utilities or other creditors on your behalf
- Make sure to indicate what kind of account, along with amount to be deposited, if less than the total paycheck
- Please include ALL direct deposits including those you may have signed up for in the past (including H.S.A.'s) Remember you are limited to a total of four.
- You will receive a statement weekly for your records, showing your weekly and YTD totals.

ACCOUNT ELECTION

1. Bank Name _____ City/State _____
Routing Transit # _____ Account # _____
 Checking Savings Other
Amount to be deposited weekly \$ _____ Or Entire Net Amount

2. Bank Name _____ City/State _____
Routing Transit # _____ Account # _____
 Checking Savings Other
Amount to be deposited weekly \$ _____ Or Entire Net Amount

3. Bank Name _____ City/State _____
Routing Transit # _____ Account # _____
 Checking Savings Other
Amount to be deposited weekly \$ _____ Or Entire Net Amount

4. Bank Name _____ City/State _____
Routing Transit # _____ Account # _____
 Checking Savings Other
Amount to be deposited weekly \$ _____ Or Entire Net Amount