

**TOWN OF SOUTHBOROUGH
TREASURER'S OFFICE
DIRECT DEPOSIT APPLICATION**

YOUR NET PAY MAY BE DEPOSITED AUTOMATICALLY INTO EITHER A
CHECKING ACCOUNT OR SAVINGS ACCOUNT.

Please complete the attached application and return it to the Treasurer's Office, Town House:

PERSONAL INFORMATION:

FULL NAME: _____

ADDRESS: _____

BANK INFORMATION:

NAME OF BANK: _____

BANK LOCATION: _____

AMOUNT OTHER THAN NET: _____

CHECK ONE:

CHECKING ACCOUNT
(attach a VOIDED check)

SAVINGS ACCOUNT

Transit/Routing number

Checking/Savings account number

REQUIRED: (this is needed to ascertain all numbers correctly)

- Please attach a VOIDED check for your checking account
- Attach a transit/routing number confirmation slip from your bank for a deposit into a savings account

AUTHORIZATION AGREEMENT:

I AUTHORIZE THE TOWN OF SOUTHBOROUGH TO START DIRECT DEPOSIT EFFECTIVE _____. I UNDERSTAND THERE IS A MANDATORY *TWO WEEK* TEST PERIOD FROM THE EFFECTIVE DATE.

Employee's Signature

Date