

# Town of Lynnfield, Massachusetts

## INSTRUCTIONS FOR COMPLETING DIRECT DEPOSIT FORM

If the account is joint, both signatures must appear on the form.

Your identification number is your social security number.

If the deposit is being made into a checking account, the transit routing number will appear in the left-hand corner of your check. If the deposit is being made into a savings account, you must ask your bank for its transit routing number.

Make sure your bank is a member of the Automatic Clearing House (ACH).

Please return this form to Payroll Office along with a voided check attached.

It will take about 2-3 weeks to activate Direct Deposit. Once it is activated, direct deposit will be made before you would normally receive your check.

Please call 781-334-7663 if you have any questions.

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### AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)

I (we) hereby authorize TOWN OF LYNNFIELD, hereinafter called Company, to make payments of NEW PAY owing to me (either of us) for PAYROLL, and the Bank indicated below, hereinafter called Bank, to credit with the amounts thereof my (our) \_\_\_ Checking or \_\_\_ Savings account indicated below:

BANK NAME: \_\_\_\_\_

BANK ADDRESS: \_\_\_\_\_

BRANCH: \_\_\_\_\_ CITY: \_\_\_\_\_

This authority is to remain in full effect until Company or Bank has received written notification from me (or either of us) of its termination in such time and manner as to afford Company or Bank a reasonable opportunity to act on it, or until Company or Bank has sent me (either of us) ten day written notice of Company or Bank's termination of this arrangement.

NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TRANSIT ROUTING NUMBERS: \_\_\_\_\_

ACCOUNT NUMBER INFORMATION: \_\_\_\_\_

To be completed by the Company

COMPANY NAME: Town of Lynnfield

COMPANY NUMBER: 04-6001207