

Authorization Agreement for Automatic Deposits

I hereby authorize the Town of Bridgewater to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking/savings accounts indicated below and the depository named to credit and/or debit the same to such account

Name	Department	Employee#
E-Mail Address	Telephone#	OR last 4 Social#

Attach voided check if available

Bank Name	Checking	Savings	Amount or All
Bank 9-Digit #	Account#		<u>Change</u> <u>New</u>

Bank Name	Checking	Savings	Amount or All
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Bank 9-Digit #	Account#		<u>Change</u> <u>New</u>

<i>Date</i>	<i>Signature</i>

Direct Deposit Form Instructions

Direct Deposit of payroll wages is required for all employees; Full & Part-Time, Seasonal, Detail and Temporary. An email is needed for receipt of payroll voucher; **password is the last four digits of employees' social security number.** Funds are available in designated bank accounts on Monday unless a holiday then availability is Friday preceding. There is no live check to cash and no trip to the bank.

Processing:

1. Fill out the form completely. The REQUIRED FIELDS are listed below:
 - Name
 - Department & Employee Number (if known)
 - Checking vs. Savings (check one)
 - Change only - Changing direct deposit amount to an existing bank account
 - New - Adding a new bank account for direct deposit of payroll funds
 - BankName
 - Amount or All remaining funds (dollar amounts, not percentages)
 - Account#
 - ABA# (9-digit number printed at bottom of check on Left Hand corner or savings account specific deposit slip)
 - State & Signature of employee only (not spouse)

TIDS FORM COMPLETELY REPLACES ANY PRIOR FORMS

2. Obtain a verification of bank account number i.e. VOIDED check, preprinted deposit slip or something from the bank with the account number on it. REQUIRE FOR PROCESSING
3. Return the following to the Treasurer/Collector office by Tuesday to be included for Monday's pay date:
 - Completed Form with signature and date
 - Verification of bank account number(s)
 - May be faxed to Treasurer @ 508.279.0791 (E-mail scanning is not secure)