

Authorization Form for Electronic Deposit

I hereby authorize and request the Town of Milton, hereinafter called "Town", to make payments(s) from my paycheck to my account listed below.

I authorize the Town to make payment for any amounts owing to me for payroll by initiating credit entries to my account indicated below in the bank name below, hereinafter call "Bank".

I authorize and request the Bank to accept any credit entries initiated by the Town to such account and to credit the same to such account without responsibility for the correctness thereof.

The Town will no longer accept a copy of a check or deposit slip as authorization for deposit. You will now be required to obtain from your Bank an Authorization for Automatic (Direct) Deposit form.

Once the Town receives this authorization form it will take approximately 14 business days before an electronic deposit will occur and not until the next pay date following the 14 business days period.

If the information provided is not satisfactory to the Bank we use to process - be advised it may take up to three (3) pay periods to correct the issue.

Bank Name: _____ Account Type: _____
(Checking, Saving, Money Market, etc.)

Amount to Deposit:

Entire Paycheck () or a Specific Dollar Amount \$ _____
When you are depositing to an HSA Account you must provide the specific dollar amount to be deposited

(Print Name)

(Signature)

(Date)

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Date Received by Human Resources Coordinator _____

Date Received by Finance Department _____

Date "Pre- Noted with Bank" _____