

# TOWN OF ISLIP



## Authorization Agreement for Direct Deposit of Payroll

I hereby authorize and request the Town of Islip, hereinafter called TOI, to deposit my net pay automatically to my account specified below each pay day by initiating credit entries to my account electronically or by other commercially accepted methods, and I authorize the financial institution named below to credit the same to my account. If funds to which I am not entitled are deposited to my account, I authorize TOI to direct the financial institution to return said funds by any such method, and I authorize the financial institution to debit same from my account. This authority will remain in effect until TOI has received written notice from me of its cancellation in such time and manner as to afford TOI and the financial institution a reasonable opportunity to act on it.

_____	_____	_____
Employee Name	Employee Number	Department
_____	_____	_____
Signature		Date

NOTE: Direct Deposit should be effective one (1) pay period after the pay period in which this form is received. Any changes to this Direct Deposit must be submitted in writing to the Personnel Department.

Please Check one.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New Enrollee           | <input type="checkbox"/> Change Banks   | <input type="checkbox"/> Change Deduction Amount |
| <input type="checkbox"/> Change Account Numbers | <input type="checkbox"/> Closed Account |  |
| <input type="checkbox"/> Other: _____           |   |  |

# Account Designation for Direct Deposit

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

NOTE: If more than one account or financial institution is selected the First account must be designated as "MANDATORY/RESIDUAL"

Changed Banks

Changed Account

New Account

\_\_\_\_\_  
MANDATORY  
**Full or Residual Account** Savings \_\_\_\_\_ Checking \_\_\_\_\_  
Bank Name \_\_\_\_\_ Address \_\_\_\_\_  
Routing Number (ABA)\* \_\_\_\_\_  
Account Number: \_\_\_\_\_

Remaining Accounts:

\_\_\_ Chg Banks \_\_\_ Chg Account \_\_\_ Chg Amount \_\_\_ Closed Account \_\_\_ New Account

**Secondary Account:** Savings \_\_\_\_\_ Checking \_\_\_\_\_  
Bank Name \_\_\_\_\_ Address \_\_\_\_\_  
Routing Number (ABA)\*: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount: \_\_\_\_\_

Remaining Accounts:

\_\_\_ Chg Banks \_\_\_ Chg Account \_\_\_ Chg Amount \_\_\_ Closed Account \_\_\_ New Account

**Secondary Account:** Savings \_\_\_\_\_ Checking \_\_\_\_\_  
Bank Name \_\_\_\_\_ Address \_\_\_\_\_  
Routing Number (ABA)\*: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount: \_\_\_\_\_

\*This information can be found on the bottom of your personal check, preceding your account number. If you are unsure about the routing number, please contact your financial institute representative.