

City of Northampton
DIRECT DEPOSIT

Authorization and Order For Payroll Check Direct Deposit in Financial Institution

New agreement **Change account** **Cancel agreement**

Date of request: _____ Employee Name: _____

The Treasurer of the City of Northampton is hereby authorized to deposit my pay into my account identified as and held at the financial institution identified below, and I certify that such account exists.

This authorization shall remain in effect until I give written notification of any change to my financial institution and/or account number. I have attached a blank voided check (for deposits to checking account) or deposit slip (for deposits to savings account) solely for the purpose of verifying my account number and the financial institution's transit number. The voided check or savings deposit form must include the employee's name preprinted on the form. If this is not the case the employee must sign the voided check or savings deposit form to indicate that this is the account their City pay should be deposited into.

Please sign the form and return it to Human Resources. Please allow two pay cycles for this to become effective.

Social Security Number: _____

Employee's Signature: _____

TYPE OF ACCOUNT: Checking Savings

Acct # _____

Financial Institution Name: _____

ABA Transit/Routing number: _____

The diagram shows a check with the following fields highlighted and labeled:

- Routing Number:** 1:999888777 (highlighted in red)
- Account Number:** 1:00123456789 (highlighted in green)
- Check Number:** 1:123 (highlighted in blue)

Other fields on the check include:

- YOUR NAME: 678 Main Street, Anywhere, MI 12345
- DATE: _____
- PAY TO THE ORDER OF: _____
- \$ _____ DOLLARS
- 123 (top right corner)