

TOWN OF LONGMEADOW

DIRECT DEPOSIT ENROLLMENT/CHANGE FORM

YOU MUST ATTACH A VOIDED CHECK OR A ROUTING FORM COMPLETED BY YOUR BANK. THIS IS NEEDED FOR ALL SAVINGS AND CHECKING DEPOSITS.

PLEASE NOTE: WE WILL NOT PROCESS A DIRECT DEPOSIT INTO AN ACCOUNT THAT IS NOT YOURS. YOUR NAME **MUST** APPEAR ON THE VOIDED CHECK OR ROUTING FORM FROM THE BANK IN ORDER FOR YOUR REQUEST TO BE PROCESSED.

Employee Name: _____

Address: _____

City: _____ State: _____ Zip: _____

USE THIS SECTION FOR NEW DIRECT DEPOSITS OR FOR CHANGES TO EXISTING DIRECT DEPOSITS

Bank Name	Account Type	Routing Number	Account Number	Amount <small>(no percentages please put a \$ amount or "Net" for whole amount)</small>
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			

CANCELATION OF ANY CURRENT DIRECT DEPOSIT ACCOUNT

Bank Name	Account Type	Routing Number	Account Number	Amount <small>(no percentages please put a \$ amount or "Net" for whole amount)</small>
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			

Your signature below will give the Town permission to arrange this transaction for you and also declares that you understand that when the banks and/or the payroll department is closed due to holiday, inclement weather, etc., your direct deposit may be posted to your account late by the period of the closing, usually one day.

In most cases, it will take at least 2 full payrolls for any new requests or change requests to take effect.

SIGNATURE: _____ DATE: _____

DUE TO A RISE IN BANKING FRAUD, WE DO NOT ACCEPT ELECTRONIC DIRECT DEPOSIT FORMS.
PLEASE RETURN A COMPLETED **ORIGINAL** FORM TO THE HUMAN RESOURCES DEPARTMENT.