Town of Ellington Employee Direct Deposit Enrollment Form

Please complete this form and return it to the Finance Office. Attach a voided check for each checking account. If you are depositing into a savings account, ask your bank for the routing number. If you need to change an account that already has direct deposit, please list the old account information and check the "Delete" box. Then provide the new account information on the following line and check the "Add" box.

Please read and sign before completing and submitting:

I hereby authorize Paylocity to deposit any amounts owed to me, as instructed by the Town of Ellington, by initiating credit entries to my account at the financial institution ("Bank") indicated on this form. Further, I authorize the Bank to accept and to credit any credit entries indicated by Paylocity to my account. In the event that Paylocity deposits funds erroneously into my account, I authorize Paylocity to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Paylocity and the Bank have received written notice from me of its termination in such time and in such manner as to afford Paylocity and the Bank reasonable opportunity to act on it.

_____ _____

Printed Employee Name Date

_____

Employee Signature

_____

Account #1 (Check only one) ☐ Add Account or ☐ Delete Account

☐ Checking (attached voided check) ☐ Savings (attach deposit slip and obtain ABA routing number from your bank)

Financial Institution (Name of Bank): _____

Amount to be deposited into this account: $_____ or ☐ Entire Net Amount

ABA (Routing)Number:									
Account Number:									

Account #2 (Check only one) ☐ Add Account or ☐ Delete Account

☐ Checking (attached voided check) ☐ Savings (attach deposit slip and obtain ABA routing number from your bank)

Financial Institution (Name of Bank): _____

Amount to be deposited into this account: $_____ or ☐ Entire Net Amount

ABA (Routing)Number:									
Account Number:									

Please use an additional form for more than two accounts.

The routing number is the first 9 digits on the bottom left of your checks. Your account number is the digit sequence that follows. Do not include the last set of numbers located on the bottom right as that corresponds to the check number.