

PAYROLL DIRECT DEPOSIT FORM

HUMAN RESOURCES DEPARTMENT

Westwood Town Hall 580 High Street Westwood, MA 02090 781-320-1025

DIRECT DEPOSIT YOUR PAY INTO A CHECKING OR SAVINGS ACCOUNT

I Authorize the Town of Westwood to activate Direct Deposit of my Pay into my account as follows:

| | |
|-------------------|--|
| NAME OF EMPLOYEE: | |
| PHONE #: | |
| EMAIL ADDRESS: | |
| NAME OF BANK: | |

_____ CHECKING ACCOUNT: Attach a voided check

_____ SAVINGS ACCOUNT: Attach a bank form showing the Bank's Routing # and your Savings Account #

Direct Deposit will be effective immediately.

*****If this information is not 100% accurate the funds will NOT be deposited and your pay will be delayed until the next pay cycle***

| | |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|

Please return this completed form to the Human Resources Department.