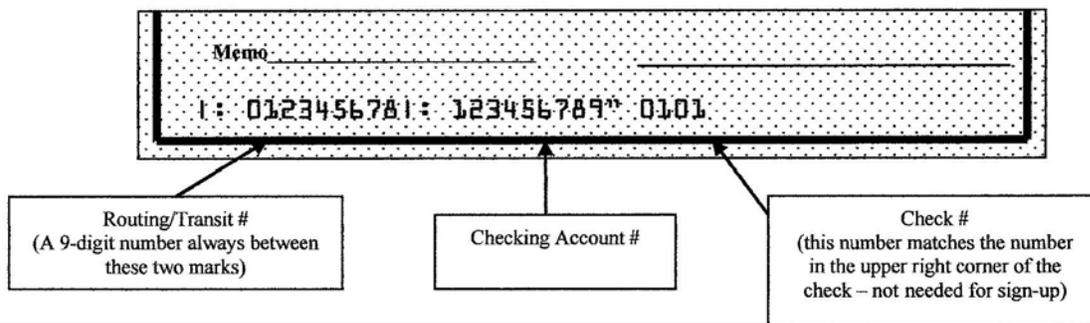




DIRECT DEPOSIT AUTHORIZATION FORM

To enroll in Direct Deposit, complete this form, sign, and date. Attach a voided check for each checking account or written verification from the bank which includes the Bank Name, Account Number, and Routing/Transit Number. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It is not always the same as the number on a savings deposit slip. This will help ensure that your check is deposited correctly.

Below is a sample check, detailing where the information necessary to complete this form can be found.



Account Information

If directing your paycheck to be deposited into two (2) separate accounts, make sure to indicate what kind of account, along with the amount to be deposited into each account.

- Bank Name/City/State: _____
 Routing/Transit #: _____
 Account #: _____
 Checking Savings I wish to deposit: \$_____ . ____ or Entire Net Amount
- Bank Name/City/State: _____
 Routing/Transit #: _____
 Account #: _____
 Checking Savings I wish to deposit: \$_____ . ____ or Entire Net Amount

I authorize the Town of Morehead City and the financial institution(s) listed above to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account listed below each payday. This authority will be ongoing. If I change banks, a new Authorization Form will be required.

Employee Name (please print): _____

Employee Signature: _____