

# Parsippany-Troy Hills

## Payroll Department



1001 Parsippany Boulevard  
Parsippany, New Jersey 07054

Tel: (973) 263-4282

Web: www.parsippany.net

### Payroll Direct Deposit Authorization Form

Please Check only one box below:

New Authorization       Change       Cancellation      Date submitted \_\_\_ / \_\_\_ / \_\_\_

Employee Name \_\_\_\_\_

Department Name \_\_\_\_\_ Social Security # XXX-XX- \_\_\_\_\_

(last four digits only)

*I hereby authorize the Township to initiate by electronic means direct deposits (credit entries) of my net earnings to my Checking account in the entity named below ("Bank") and to initiate, if necessary, debit entries and adjustments for any credit entries in error. I authorize the Bank to accept and to credit and/or debit the amount of such entries to my account. This authority is to remain in full force and effect until the Township has received written notification from me of its termination in such time and in such manner as to afford the Township and the Bank a reasonable opportunity to act on it and in no event shall a termination notice be effective with respect to entries processed by the Township or the Bank prior to its receipt.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Only two bank accounts can be used for direct deposit. You must attach a VOIDED CHECK to this form and forward to the Payroll Department. (see back for more info)**

#### Bank Account #1 info

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Bank Address \_\_\_\_\_

Checking     Savings      Amount to be deposited:  Full Pay     Partial \$ \_\_\_\_\_

Account Number \_\_\_\_\_ Routing Code / ABA Code \_\_\_\_\_

#### Bank Account #2 info

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Bank Address \_\_\_\_\_

Checking     Savings      Note: Amount deposited will be the remaining funds from pay.

Account Number \_\_\_\_\_ Routing Code / ABA Code \_\_\_\_\_

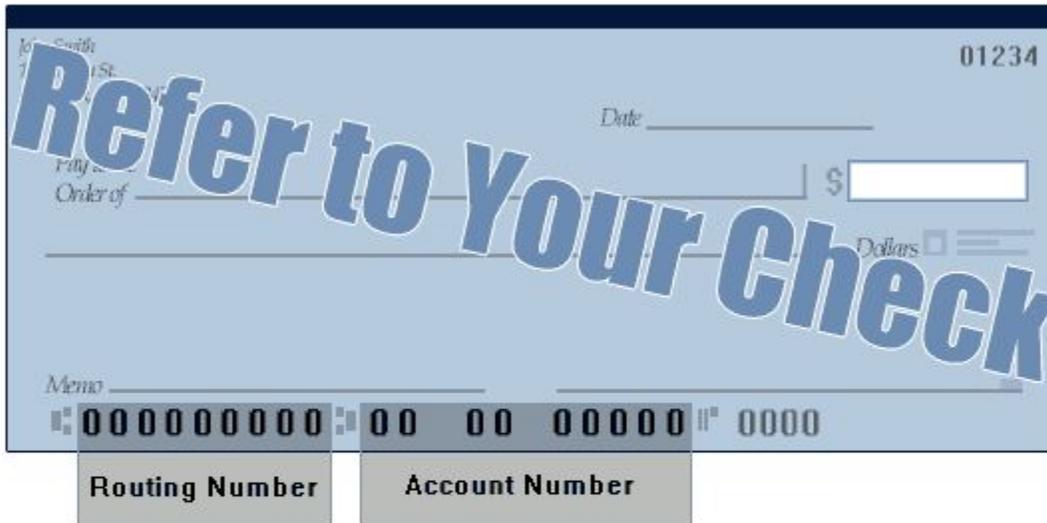
FOR OFFICE USE ONLY

Processed by \_\_\_\_\_ P.P. \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

See the **BACK** side of this form for samples of a check and deposit slip and how to identify the Routing/ABA code and Account #



How to find the Routing & Account Numbers on your check:



The **Routing Number** is usually located between the **⌘** symbols along the bottom of the check.

The **Account Number** is usually listed before the **⌘** symbol along the bottom of the check. Note: The number of digits and location can vary depending on the bank.

**If you do not have a check please contact your financial institution and they will provide you with a letter or document with the required information needed to set up direct deposit.**