



## Fairfield County Direct Deposit Authorization Form

Please print and complete ALL the information below.

Employee #: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

The image shows an example of a check from John Jones, 124 Main Street, Anywhere, MA 02345. The check is dated and payable to the order of. The amount is in dollars. The check number is 0259. Below the check, three fields are highlighted with circles and labels: '9 digit Routing Number' (123456789), 'Account Number (1-17 digits)' (1234567891011), and 'Check Number (do not include)' (0259).

Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

9-Digit Routing #: \_\_\_\_\_

Type of Account:    Checking    Savings    (Circle One)

Amount:            ▪ \$ \_\_\_\_\_    ▪ \_\_\_\_\_ % ▪ or ▪ Entire Paycheck

Please attach a voided check for each bank account to which funds should be deposited.

Fairfield County Council is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HR/PAYROLL USE ONLY**

\_\_\_\_\_ **PRE-NOTE**

\_\_\_\_\_ **DIRECT DEPOSIT BEGINS**

**REVISED 11/23/2020**