

TOWN OF STOWE

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

I, _____ authorize the Town of Stowe Accounting Department to deposit my payroll check, and (with additional written authorization) initiate debit entries when credit errors have occurred, to the following accounts:

Bank	Account #	Type of Account	ABA Routing #	Amount
1) _____				
2) _____				
3) _____				
4) _____				

Please be sure to designate where the balance of your check should be deposited by using the term "net check".

Example:

1) TD Bank	1234	Xmas Club	211370545	\$20.00
2) Union Bank	4567	Savings	011601100	\$100.00
3) People's United	8910	Checking	221172186	net check

Please attach a voided check or copy of statement with your name, address and account number pre-printed, for each account you want money deposited into. (This is backup for our records only.)

I understand if I wish to make changes or cancel my direct deposit, I must give the accounting office a two-week written notice. Paystubs are sent electronically, and password protected.

Signature

Date

Mailing Address

City,

State

Zip

E-mail Address for Electronic paystub (please print carefully)

* Once we have your form in the finance office, you will receive a e-mail from AP@Stowevt.gov confirming receipt. This will include password information and details on how to soon you can expect your first pay stub e-mail.