

## DIRECT DEPOSIT AUTHORIZATION

I, \_\_\_\_\_, Employee # \_\_\_\_\_, an employee of the Town of Carmel, hereby request that my payroll check be deposited directly into my account(s) as stated below. Attached are a **photocopy, voided check and/or letter from banking institution** indicating bank routing number and account number. I authorize this request unless I notify you otherwise.

### Primary Account

Bank Routing # \_\_\_\_\_  
Bank Account # \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

### Secondary Account

Bank Routing # \_\_\_\_\_  
Bank Account # \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Amount to deposit into this account \_\_\_\_\_ (Required if using a Secondary Account)

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*Be sure to attached a photocopied or voided check for the account(s) where you would like your check to be deposited. Savings accounts require a letter from your banking institution indicating bank routing and account number.\*\*\*\*