Payroll-DD
(Rev. Jan 2015)

Town of Wrightsville Beach
DIRECT DEPOSIT AUTHORIZATION FORM

If you are enrolling in Direct Deposit:
- Complete the authorization form below.
- The Payroll Department will confirm the deposit information through the banking system.

If you are adding accounts:
- When adding a second account, please designate the amount you want deposited in an additional account.

If you are changing your account for Direct Deposit:
- VERY IMPORTANT: Please notify the Payroll Department (using the authorization form below) **before closing any direct deposit accounts**.

Please check your selection below:

I wish to:	New Enrollment	☐	Change Name	☐
	Add Additional Account	☐	Change Bank	☐
	Change Amount Only	☐	Change Account Number (Same Bank)	☐

Please type or print except for signature.

Employee's First Name MI Last Name

Social Security Number

Pursuant to the Federal Privacy Act of 1974, you are notified that disclosure of your SSN is mandatory for processing the automatic deposit.

You may have a total of two Direct Deposits.

1. Deposit (Enter a dollar amount or "my net pay") each pay period into my ☐ Checking ☐ Savings account with (Financial Institution) ☐ Checking

2. Deposit (Enter a dollar amount or "my net pay") each pay period into my ☐ Savings account with (Financial Institution)

A voided check or a savings deposit slip must be attached for each account listed above.

Clear Form

I authorize the TOWN OF WRIGHTSVILLE BEACH to credit automatically to the accounts stated above on this form. This authorization is to remain in effect until revoked by me in writing or until I terminate my employment with the Town.

Employee's Signature Date

Please return this form to:
Town of Wrightsville Beach – Human Resources Office
P.O. Box 626
Wrightsville Beach, NC 28480