

**DIRECT DEPOSIT AUTHORIZATION**

Employee's Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

I hereby authorize the City of Berwyn to deposit my net check into the accounts at the financial institution(s) indicated below and to authorize the City of Berwyn to initiate an adjusting, if necessary, to correct an overpayment.

This authorization will remain in full effect until the City of Berwyn has received written notification from me of its termination in such a manner as to afford the City of Berwyn or the financial institution a reasonable opportunity to act on it, or until the City of Berwyn or the financial institution has sent me ten days written notice of the City of Berwyn's or the financial institution's termination of this agreement.

<b>Signature:</b> _____	<b>Date:</b> _____
<b>Signature of Account Co-Owner (if any):</b> _____	<b>Date:</b> _____

<b>Name of Financial Institution:</b> _____	<b>Telephone:</b> _____
<b>Address of Financial Institution (City, State, ZIP):</b> _____	

Attach copies of voided check(s) or deposit slip for each account – You can specify up to three (3) different accounts – they can be different financial institutions also.

Check or Savings	Transit Number - (9 digit number on bottom left corner of check)	Account Number	Dollar amount or percentage