

**TOWN OF SELMA
DIRECT DEPOSIT ENROLLMENT INFORMATION
AND AUTHORIZATION FORM**

All Town of Selma employees are required to direct deposit their paycheck to the bank of their choice. Employees may elect to have their entire paycheck deposited to a checking and/or savings account as directed below. The employee is responsible for notifying the Human Resources Department if they change banks or change the status of their account(s) in any way that would affect their Direct Deposit. Changes in payroll take about ten (10) business days.

All authorization forms must be accompanied by a voided blank check or blank deposit form.

Authorization Agreement for Direct Deposit of Payroll:

I hereby authorize the Town of Selma and Branch Bank and Trust Company to initiate credit entries or debit corrections to my Checking and/or my Savings Account indicated below and the financial institution named below to credit the same to such account.

\$ _____ Checking \$ _____ Savings

Financial Institution

City

State

Zip

Bank Transit/ABA Number

Account Number

This authority is to remain in full force and effect until the Town of Selma has received written notification from me of its termination in such time and in such manner as to afford the Town of Selma a reasonable opportunity to act on it.

Employee Name

Social Security Number

Employee Signature

Date

Attach a voided blank check or blank deposit form below.