

Authorization Agreement for Automatic Deposits (ACH Credits)

Company Name: Town of Essex

I hereby authorize The Town of Essex, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for credit entries in error to my _____ **Checking** _____ **Savings** account (select one) indicated below and the Depository, to credit and/or debit the same to such account:

Depository Name: _____

Branch: _____

Address: _____

Transit/ABA Number: _____ (please get this from your bank)

Account Number: _____

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

Name: _____ **Employee Number:** _____

Signature: _____ **Date:** _____

Please be sure to attach a voided check or a Direct Deposit Authorization Form from your bank.

If a voided check or Direct Deposit Authorization Form is not attached, the account cannot be set up for direct deposit.