

# VILLAGE OF CASSVILLE

## DIRECT DEPOSIT ENROLLMENT FORM

The Village of Cassville deposits all payroll amounts directly to the employee's financial institution (bank, credit union, etc.) of choice.

### ***Advantages of Direct Deposit:***

- Your money is deposited faster— money is credited to your account on payday
- No need to make a trip to your financial institution to deposit your check
- Your money is deposited even if you are away on business, on vacation, or ill
- If payday is not a scheduled workday for you, there is no need to make a special trip to pick up your check or wait to get your money
- Direct deposit eliminates the possibility of lost, stolen or forged checks
- Direct deposit is safe, convenient, and easy

### ***Here's how Direct Deposit works:***

On payday, you will receive a statement by e-mail, similar to a check stub, which shows your gross pay, taxes, other deductions, and net pay. Your net pay is automatically deposited in the account you listed on your enrollment form. Most financial institutions will post your deposit to your account on the morning of the day it is received, however, your financial institution, not the Village, has control of this. The amount of the deposit will appear on the monthly statement you receive from your financial institution.

### ***Here's how Direct Deposit works:***

We believe you will like the added convenience of having your net pay automatically deposited for you.

To designate where your payroll should be deposited, complete the attached authorization form:

- Fill in your name, financial institution and location, and date
- You may divide your net pay between up to three accounts
- Mark the type of account in the box below to indicate whether your pay will be deposited in your checking or savings account. Your full paycheck will automatically be deposited in the account, minus any fixed amounts you direct to other accounts.
- If you want a fixed amount directed to another account, specify the dollar amount and mark the box indicating whether it is checking or savings.
- Attach a voided check or savings deposit slip for all financial institutions listed. This is essential to verify accuracy of the transit and accounting numbers.
- Sign the form and submit it to the Village Clerk.

Direct deposit changes will generally begin with the first paycheck after you submit the direct deposit form.

# VILLAGE OF CASSVILLE DIRECT DEPOSIT ENROLLMENT FORM

*To enroll in Direct Deposit, complete the form below and return it to the Village Clerk.*

I hereby authorize Village of Cassville (100 W. Amelia Street, Po Box 171, Cassville, WI 53806) to initiate electronic credit entries (direct deposit of any and all net pay owed to me) and, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated below, and I hereby authorize the financial institution(s) named below to credit the same to such account.

NET PAY			
_____		_____	
FINANCIAL INSTITUTION NAME		BRANCH	
_____		_____	
ADDRESS		CITY/STATE	ZIP CODE
_____		_____	_____
TRANSIT ROUTING NUMBER		ACCOUNT NUMBER	
_____		_____	
TYPE OF ACCOUNT			
		<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS

FIXED AMOUNT			
Deduction Amount: \$ _____			
_____		_____	
Transit Routing Number		Account Number	
Type of Account			
		<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

FIXED AMOUNT			
Deduction Amount: \$ _____			
_____		_____	
Transit Routing Number		Account Number	
Type of Account			
		<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

FIXED AMOUNT			
Deduction Amount: \$ _____			
_____		_____	
Transit Routing Number		Account Number	
Type of Account			
		<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

This authority will remain in effect until the Village of Cassville has received written notification from me of its termination in such time and manner as to afford the Village and the financial institution a reasonable opportunity to act on it.

_____		_____	
Employee Name – <i>Please Print</i>		Email	
_____		_____	
Employee Signature		Date	

***Please attach a voided check or deposit slip for each account for verification.***