



TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212
Tel 650-997-8300 • Fax 650-997-8308

DIRECT DEPOSIT FORM

Date

Print Full Name

Signature

Department

Division

I authorize the Payroll Department of the Town of Colma to convert all or a portion of my paycheck to Direct Deposit. I understand that this transaction may take several weeks to be processed by the bank.

I have enclosed a voided check from the *checking account* to which I would like all or a portion of my net paycheck deposited. Write the word **VOID** across the front of the check in ink.

OR

Below is/are the nine-digit bank routing number(s) and the account number(s) where I would like all or a portion of my net paycheck deposited.

_____ Routing Number	_____ Name of Bank
_____ Account Number	_____ Type of Account
Amount of Deposit or Net: _____	

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_____ Account Number	_____ Type of Account
Amount of Deposit or Net: _____	

Please note:

1. Deposit slips are not acceptable-bank coding differs on deposit slips and checks.
2. Do not close any account until the direct deposit appears in the correct account.
3. Use additional forms to add accounts.