

INSTRUCTIONS FOR PROCESSING MUNICIPAL EMPLOYEE PAYROLL



Use: For processing Town employee net salary, allotments, and other government approved payments associated with Municipal employment (i.e. travel reimbursement, K9 stipends, uniform allowance, etc). Employee must complete items 1,2,3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form. All contractors, elected officials and employees are required to have direct deposit for the duration of their employment or service.

1. EMPLOYEE INFORMATION

(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER

EMPLOYEE NAME
(as on payroll records)
(Last, First, Initials)

TELEPHONE NUMBER (WORK) (HOME)

2. TYPE OF ACCOUNT

- ☐ Checking
☐ Savings

TYPE OF PAYMENT

- ☐ Net Pay
☐ Travel
☐ Other Federal employment related payments

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/REIMB (Use Sec. 4 for allotments)

A voided personal check/sharedraft may be attached in lieu of completing this section. Members of Navy Federal Credit Union, please provide your access number. See instructions on back of this form.

ROUTING TRANSIT NUMBER Check Digit

ACCOUNT NUMBER

ACCOUNT TITLE _____
(Account Holder's Name)

FINANCIAL INSTITUTION NAME _____

4. ALLOTMENT INFORMATION

Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

TYPE OF ALLOTMENT (Check One)

- ☐ Savings (whole dollar amounts only)
☐ Discretionary or Third Party

TYPE OF ACCOUNT (Check One)

- ☐ SAVINGS
☐ CHECKING

ACTION (Check One)

- ☐ START
☐ CANCEL
☐ CHANGE

AMOUNT (Check One)

- ☐ INCREASE TO:
☐ DECREASE TO:

New Total \$ _____

ALLOTTEE NAME
(person/company who will receive allotment)

ALLOTTEE'S ROUTING NUMBER Check Digit

ALLOTTEE'S ACCOUNT NUMBER

ALLOTTEE'S ACCOUNT TITLE
(Account Holder's Name) _____

FINANCIAL INSTITUTION NAME _____

5. AUTHORIZATION



EMPLOYEE'S SIGNATURE

DATE

6. AGENCY USE: