

Council Members
DOROTHY L. GOOSBY
BRUCE A. BLAKEMAN
ANTHONY P. D'ESPOSITO
DENNIS DUNNE SR.
THOMAS E. MUSCARELLA
CHRISTOPHER CARINI

KATE MURRAY
Town Clerk

JEANINE C. DRISCOLL
Receiver of Taxes

FRANK ZANGLA
Commissioner

Town of Hempstead Department of Parks & Recreation

200 NORTH FRANKLIN STREET, HEMPSTEAD, N.Y. 11550-1390
(516) 292-9000 FAX# (516) 292-6024



DONALD X. CLAVIN, JR.
Supervisor

Authorization Agreement for Direct Deposit of Payroll

IMPORTANT! PLEASE READ AND SIGN BEFORE COMPLETING AND SUBMITTING!

I hereby authorize TOH to deposit my net pay or any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form.

This authorization is to remain in effect until TOH have received my "Termination for Direct Deposit of Payroll" or any written notice from me, notifying TOH to terminate my Direct Deposit and in such manner provide TOH reasonable opportunity to act on it.

Employee Name: _____ Social Security #: _____ - _____ - _____

Department _____ Site _____

Annual or Per Diem Employee Check One: ☐ Annual (Full Time) ☐ Per Diem (Part-Timer)

Employee's Signature: _____ Date: _____

Account Information

The last item must be for the remaining amount owed to you. If you decide to deposit into one account, please fill out number 1. **Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.**

1. Bank Name/City/State: _____
Routing Transit #: _____ Account Number: _____
☐ Checking ☐ Savings I wish to deposit \$ _____ or ☐ Entire Net Amount
2. Bank Name/City/State: _____
Routing Transit #: _____ Account Number: _____
☐ Checking ☐ Savings I wish to deposit \$ _____ or ☐ Entire Net Amount

PLEASE ATTACH A VOID CHECK

Memo _____		
012345678	123456789	0101

Routing/Transit #
(A 9-digit number always between these two marks)

Checking Account #

Check #
(this number matches the number in the upper right corner of the check - not needed for sign up)