



## Direct Deposit Agreement Form

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### Authorization Agreement

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I hereby authorize Borough of Beach Haven to initiate automatic deposits to my account at the financial institution named below. I also authorize Borough of Beach Haven to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Borough of Beach Haven responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Borough of Beach Haven receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

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### Account Information

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Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

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### Signature

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Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check and return this form to the Payroll Department\***

\*Please note, no direct deposit will be processed without proof of account information.