

**PAYROLL AUTHORIZATION FOR DIRECT DEPOSIT  
TREASURER AND RECEIVER GENERAL – COMMONWEALTH OF MASSACHUSETTS**

Employee Name: \_\_\_\_\_

Employee I.D: \_\_\_\_\_

**Direct Deposit Information** (fill in as necessary)

**Instructions:** Bank Routing numbers are located on the bottom left hand side of your check or contact your bank for this information. You may have your pay deposited in multiple accounts. Please indicate a percentage or a dollar amount, if using multiple accounts. The total of the percentages cannot exceed 100%. Direct deposits are distributed to accounts in order of the priority starting with priority '1'.

	<u>Bank Transit/Routing Number</u> (9-digit number)	<u>Bank Account Number</u>	Type of Account Checking or Savings	% or \$	New	Change	Delete	Leave Alone
1)	_____	_____	CKG ___ or SAV ___	_____	_____	_____	_____	_____
2)	_____	_____	CKG ___ or SAV ___	_____	_____	_____	_____	_____
3)	_____	_____	CKG ___ or SAV ___	_____	_____	_____	_____	_____

If more than three bank accounts are needed, please contact the payroll office.

**Sign and Return to Payroll Office:**

- I choose to receive my bi-weekly payroll advice through the Commonwealth's MassHR website www. <http://www.mass.gov/masshr>. No bi-weekly paper copy will be issued to me by my employer.
- Check box if any of the above deposits go directly to a foreign bank or if the entire amount is forwarded from a domestic bank to a foreign bank
- I hereby authorize my employer, through the State Treasurer, to deposit my net pay and/or distributions to the financial institution(s) listed above. My employer, through the State Treasurer, is also authorized to debit any over deposit or error, which it has caused to be made to my account. The State Treasurer or the employee may cancel this authorization any time with proper notice to the Personnel/Payroll Office. In the absence of bank documentation, my signature certifies the Transit #(s) and Account #(s) indication above are correct as shown.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_