Electronic Funds Transfer Form

(Instructions on reverse)

To Payroll: This is your authority to electronically credit or adjust my payroll earnings, until further notice

Employee #: _____

Date: _____

1st Bank Name: _____

_____

Address: _____

_____

Routing #: _____

Account #: _____

*Check one:

❏ Checking

❏ Savings

*Note: You **must** attach a voided check or other confirmation from your bank.*

Amount (Indicate amount, % or "net")

_____

Priority Level: _____

FOR PAYROLL USE ONLY

Deposit Number

(CDH #) _____

2nd Bank Name: _____

_____

Address: _____

_____

Routing #: _____

Account #: _____

*Check one:

❏ Checking

❏ Savings

*Note: You **must** attach a voided check or other confirmation from your bank.*

Amount (Indicate amount, % or "net")

_____

Priority Level: _____

FOR PAYROLL USE ONLY

Deposit Number

(CDH #) _____

3rd Bank Name: _____

_____

Address: _____

_____

Routing #: _____

Account #: _____

*Check one:

❏ Checking

❏ Savings

*Note: You **must** attach a voided check or other confirmation from your bank.*

Amount (Indicate amount, % or "net")

_____

Priority Level: _____

FOR PAYROLL USE ONLY

Deposit Number

(CDH #) _____

4th Bank Name: _____

_____

Address: _____

_____

Routing #: _____

Account #: _____

*Check one:

❏ Checking

❏ Savings

*Note: You **must** attach a voided check or other confirmation from your bank.*

Amount (Indicate amount, % or "net")

_____

Priority Level: _____

FOR PAYROLL USE ONLY

Deposit Number

(CDH #) _____

Please check one:

❏ I will retrieve my check stub via Employee online

❏ Please send my check stub to MS #_____

Name: (Print) _____

Signature: _____

Instruction and Information

1. **Display:** bank name, address, routing number and account number
   a. Routing number = first nine numbers in the lower left corner of check
   b. Account number = numbers following routing number - NOTE: last three or four numbers indicate check number - **not to be included**

2. **Check** (✔) if account is checking or savings *(Note: You **must** attach a voided check or other confirmation from your bank)*

3. **Priority level:** Determines bank you desire deposit distributed first, second, etc. Indicate 1 for highest priority, 2 for next highest, etc. Priority level used when normal hours not paid. NET account should have lowest priority, allowing other deposits first. MUST indicate a NET account.

4. **Amount:** Display bi-weekly dollar amount or % to be deposited in each account. Account with NET deposit, indicate "NET."

Documentation Required to Initiate a Bank Account at Falmouth Area Banks

Eastern Bank
Passport & Confirmation of Application from SSA
117 Main Street
508-548-3000

Service Federal Credit Union
SSN Required
199 Worcester Court
508-548-8877

Rockland Trust
SSN Required
20 Davis Straits
508-548-3500

Sovereign Bank
Passport & Confirmation of Application from SSA
310 Gifford Street   (see Gary Welch, Branch Mgr.)
508-540-2122

First Citizens Credit Union
SSN Required
352 Main Street
508-540-8444

Bank of America
Passport
Village Green – 84 Main Street, Falmouth
Main Street, Woods Hole
508-457-5933

Cape Cod Five Cents Savings Bank
 Passport
763 Main Street
508-548-1615