



# 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: \_\_\_\_\_

|  |  |  |  |
|--|--|--|--|
| <p>1st Bank Name: _____<br/>_____<br/>Address: _____<br/>_____<br/>Routing #: _____<br/>Account #: _____</p> <p>*Check one:<br/><input type="checkbox"/> Checking<br/><input type="checkbox"/> Savings</p> <p><i>It is highly suggested you attach a voided check or other confirmation from your bank.</i></p> <p>Amount (Indicate amount, % or "net")<br/>_____<br/>Priority Level: _____</p> <p><b>FOR PAYROLL USE ONLY</b></p> <p>Deposit Number<br/>(CDH #) _____</p> | <p>2nd Bank Name: _____<br/>_____<br/>Address: _____<br/>_____<br/>Routing #: _____<br/>Account #: _____</p> <p>*Check one:<br/><input type="checkbox"/> Checking<br/><input type="checkbox"/> Savings</p> <p><i>It is highly suggested you attach a voided check or other confirmation from your bank.</i></p> <p>Amount (Indicate amount, % or "net")<br/>_____<br/>Priority Level: _____</p> <p><b>FOR PAYROLL USE ONLY</b></p> <p>Deposit Number<br/>(CDH #) _____</p> | <p>3rd Bank Name: _____<br/>_____<br/>Address: _____<br/>_____<br/>Routing #: _____<br/>Account #: _____</p> <p>*Check one:<br/><input type="checkbox"/> Checking<br/><input type="checkbox"/> Savings</p> <p><i>It is highly suggested you attach a voided check or other confirmation from your bank.</i></p> <p>Amount (Indicate amount, % or "net")<br/>_____<br/>Priority Level: _____</p> <p><b>FOR PAYROLL USE ONLY</b></p> <p>Deposit Number<br/>(CDH #) _____</p> | <p>4th Bank Name: _____<br/>_____<br/>Address: _____<br/>_____<br/>Routing #: _____<br/>Account #: _____</p> <p>*Check one:<br/><input type="checkbox"/> Checking<br/><input type="checkbox"/> Savings</p> <p><i>It is highly suggested you attach a voided check or other confirmation from your bank.</i></p> <p>Amount (Indicate amount, % or "net")<br/>_____<br/>Priority Level: _____</p> <p><b>FOR PAYROLL USE ONLY</b></p> <p>Deposit Number<br/>(CDH #) _____</p> |
|--|--|--|--|

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: If you do not attach a voided check or other confirmation of your account information your direct deposit may be delayed*)
3. **Priority level:** Determines bank you desire deposit distributed first, second, etc. Indicate 1 for highest priority, 2 for next highest, NET account should have lowest priority, allowing other deposits first.
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  
815 Main Street  
508-548-3000

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

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

Bank of America  
Passport  
Village Green – 84 Main Street, Falmouth  
508-457-5920

Rockland Trust  
SSN Required  
20 Davis Straits  
508-548-3507

Cape Cod Five Cents Savings Bank  
Passport  
668 Main Street  
508-247-2660

Santander Bank  
Passport & Confirmation of Application from SSA  
310 Gifford Street  
508-540-2122

Martha's Vineyard Bank  
SSN & 2 Forms of Identification  
2 Water Street  
508-540-2022