



Authorization for Direct Deposit – Employee Form

This authorizes The City of Medford, Medford Public Schools, (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Account #1

Account #1 Type (check one): Checking Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

Percentage or Dollar Amount to be Deposited to This Account

Account #2 (remainder to be deposited to this account)

Account # 2 Type (check one): Checking Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

Please attach a voided check for each account here

This authorization will be in effect until the Company receives written termination notice from myself and has a reasonable opportunity to act on it.

Signature

Date

Printed Name

IMPORTANT: This document must be signed by the employee requesting automatic deposit of paychecks and retained on file by the employer. The employee must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

Employee: Please fill out and return to your employer

Employer: Please save for your files only.