

## TOWN OF HILLSBOROUGH DIRECT DEPOSIT APPLICATION

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### Quick Facts about Direct Deposit

- Direct Deposit is the electronic transfer of your paycheck or health insurance reimbursement into your checking or savings account.
- Direct Deposit is a smart way to get paid. No waiting in long lines to deposit/cash checks.
- Majority of the Town employees and retirees take advantage of this **free** service.
- Direct Deposit is safe, confidential, convenient and fast. Users of Direct Deposit can access their payments in their accounts at opening of business on pay date, in some cases (depends where you bank) the day before pay date.
- Problems with Direct Deposit are very rare. The chance of having a problem with a check is 20 times greater than with Direct Deposit. And if a problem ever does occur, it is easy to resolve. You usually need only to make a call to Finance Department (650.375.7402 or 650.375.7400) or your financial institution.
- All or part of each check can be deposited directly into one or **more** bank accounts.
- You will continue to receive your detailed check that shows all compensation and account information.

***Sign up now! Just fill up the form below and attach a voided check for each account. Return the voided check and signed form to the Finance Department, Town of Hillsborough, 1600 Floribunda Ave., Hillsborough, CA. 94010.***

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### Direct Deposit of Payroll or Health Insurance Reimbursement Check

1. Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Bank Routing #: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other  
Amount of deposit: \$ \_\_\_\_\_ Or, \_\_\_\_\_ % of pay or, ☐ Net pay
2. Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Bank Routing #: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other  
Amount of deposit: \$ \_\_\_\_\_ Or, \_\_\_\_\_ % of pay or, ☐ Net pay
3. Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Bank Routing #: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other  
Amount of deposit: \$ \_\_\_\_\_ Or, \_\_\_\_\_ % of pay or, ☐ Net pay

***I acknowledge that this Direct Deposit authorization will remain in effect until further written notice.***

***Employee or Retiree Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Print Name:*** \_\_\_\_\_