



**CITY OF TAUNTON
MASSACHUSETTS**

Office of the **TREASURER/COLLECTOR**

BARBARA A.AUGER, CMMT
TREASURER/COLLECTOR

15 Summer Street
Taunton, MA 02780

Telephone (508) 821-1057
FAX (508) 821-1007

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize the **CITY OF TAUNTON**, hereinafter called **CITY**, to initiate Credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my:

Account type: **Checking** () **Statement Savings** () **Select one**

Bank #1 _____

ACCOUNT # _____ **ABA #** _____

Bank #1 **Flat Amount \$** _____

Account type: **Checking** () **Statement Savings** () **Select one**

Bank #2 _____

ACCOUNT # _____ **ABA #** _____

Bank # 2 **Net Amount**

This authority is to remain in full force and effect until the CITY has received written notification from me of its change in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it.

NAME (Please print) _____ SS# _____

DATE _____ SIGNATURE _____

PHONE # WE CAN REACH YOU AT: _____

Any rejected account deposits are subject to a \$10.00 charge per item. _____

Initials

PLEASE ATTACH VOIDED CHECK OR DEPOSIT AUTHORIZATION FORM HERE.



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DIRECT DEPOSIT POLICY

1. All Employees must complete and have on file AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH Credits) form.
2. Employees will receive a non-negotiable direct deposit advice instead of a live check. The direct deposit net pay amount appears in the amount block of the direct deposit advice stub as well as in the deductions section of direct deposit advice followed by the Bank name. If you receive a live check with a signature on it, DO NOT deposit the check and contact the Treasurer's Office immediately.
3. Net pay will be deposited based on the employees' choice as noted on the Authorization Agreement for Automatic Deposits (ACH Credits) form. Deposits are allowed to Checking or Statement Savings accounts. **No passbook accounts are allowed.** You have the choice of having an additional bank set up with a flat amount to go into a second bank of your choice.

Example: Bank #1 Your Credit Union \$150.00
 Bank #2 Your Checking Bank NET AMOUNT

4. In the event an employee chooses to change a Bank or an Account for Direct Deposit you MUST notify the Treasurer's Office and complete a new form. Failure to do so, will result in a delay in receiving your pay and could result in a charge to you of \$10.00.
5. Deposit amounts will be in financial institutions on Thursday mornings unless Thursday is a major holiday; money will be deposited on Wednesday.
6. Any questions pertaining to this should be addressed to the City Treasurer's Office @ 508-821-1057.