



Town of Fairhaven

Finance and Treasure's Office

Town Hall · 40 Center Street · Fairhaven, MA 02719
Telephone (508) 979-4023 · FAX (508)-993-9486

Direct Deposit Enrollment / Change Form

Employee Name: _____
SSN: ____ - ____ - ____ Employee ID#: _____ New: ____ Change: ____

Financial Institution Data

Financial Institution: _____ Checking: ____ Savings: ____
Transit #: _____ Account #: _____
Amount to be deposited: _____ Priority (if using multiple accounts for direct deposit): 1

Financial Institution: _____ Checking: ____ Savings: ____
Transit #: _____ Account #: _____
Amount to be deposited: _____ Priority (if using multiple accounts for direct deposit): 2

Financial Institution: _____ Checking: ____ Savings: ____
Transit #: _____ Account #: _____
Amount to be deposited: _____ Priority (if using multiple accounts for direct deposit): 3

Financial Institution: _____ Checking: ____ Savings: ____
Transit #: _____ Account #: _____
Amount to be deposited: _____ Priority (if using multiple accounts for direct deposit): 4

**I authorize the Town of Fairhaven through Harper's Data Services, Inc. and the financial institution above to deposit my pay automatically.
This authorization also includes my consent to reverse any entries made in error.
This authorization will remain in effect until I provide written notice of change or cancellation.**

Employee Signature: _____ Date: _____

***Please include a voided check/financial institution verification
New enrollments can take 2-3 pay cycles to begin***