



TOWN OF LENOX  
DIRECT DEPOSIT AUTHORIZATION

BANK NAME	TRANS ABA #	BANK ACCT. #	CODE	AMOUNT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(get from bank)  
passbook)

(get from check or  
passbook)

(checking  
or savings)

(write in or  
"net" if you  
wish your  
entire check to  
be deposited)

A new direct deposit takes approximately 1 month to begin. On the first payroll after this slip is received a pre-note (zero dollar) direct deposit must be sent according to Federal Banking rules. If the pre-note goes through, the actual direct deposit will begin with the next payroll. Please be sure that all of the above information is correct.

The Town of Lenox reserves the right to reverse any direct deposit that is made in error.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE