



Hull Public Schools

Office of the Superintendent
18 Harborview Road, Hull, Massachusetts 02045
781-925-4400 ext. 1114 Fax 781-925-8042



DIRECT DEPOSIT EMPLOYEE AUTHORIZATION

THIS FORM MUST BE DELIVERED IN PERSON TO CENTRAL OFFICE - No other delivery method will be accepted

Employee Name: _____
Employer Name: Town of Hull Department: School

Only FDIC insured accounts can be used, money apps are not permitted

Account #1 Type (mark one): ☐ Checking ☐ Savings

Deposit Amount (mark one): ☐ Entire ☐ Flat amount \$ _____

Bank Name: _____

Bank ABA Routing Number: _____

Account Number: _____

Is this replacing an existing direct deposit account? ☐ Yes ☐ No

If yes, which account number? _____

Account #2 (Remainder to be deposited into this account)

Account Type (mark one): ☐ Checking ☐ Savings

Bank Name: _____

Bank ABA Routing Number: _____

Account Number: _____

Is this replacing an existing direct deposit account? ☐ Yes ☐ No

If yes, which account number? _____

I authorize my employer and the financial institution(s) named above to remit my paycheck electronically via ACH. This also includes authorization for my employer to reverse any entries that were made in error. This authorization will remain in effect until the Town of Hull receives written notice from me and has a reasonable opportunity to act on it.

Signature: _____ Date: _____

ELECTRONIC (Email) PAYCHECK AUTHORIZATION – **Required for All Teaching staff**

Electronic Paychecks are sent to you via secure email rather than a paper version. This secure email can only be accessed by entering the password you provide below. To request an electronic paycheck, please complete the section below.

I hereby Request Electronic (Email) Delivery of Payroll Advice for Direct Deposit:

Employee email address for Electronic Paycheck: _____@_____

Password you've selected: _____ (This is case sensitive, should not include any spaces or exceed 30 characters)

Signature: _____ Date: _____

PLEASE ATTACH A

VOIDED CHECK FOR

EACH ACCOUNT

HERE: