

# DIRECT DEPOSIT IS REQUIRED TO GET PAID BY MILLBURN TOWNSHIP

You must either get a direct deposit authorization form from your bank;

*(Sample Bank Authorization Form)*

Name:	<u>John Doe</u>
Address:	<u>375 Millburn Avenue</u>
City, State, Zip:	<u>Millburn NJ, 07041</u>
Name of Bank:	<u>TD Bank</u>
Account #:	<u>123-456-7890</u>
9-Digit Routing #:	<u>123-456-7890</u>
Type of Account:	<input checked="" type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account

**OR**

**Provide a copy of a voided check which must include the routing & account number.**

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*Each new account will go through a pre-note process that will take one payroll period. Your first check will be a LIVE check.*

■ *I authorize Township of Millburn and the bank I have submitted to deposit my net pay thereof as indicated into my account each pay.*

■ *If funds to which I am not entitled are deposited into my account, I authorize Township of Millburn to direct the bank to return said funds to Township of Millburn.*

■ *I understand that my deposit may not be credited to my account until 5:00PM on the pay date indicated on the check vouches.*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit information to  
Millburn Recreation Department – 375 Millburn Avenue, Millburn, NJ 07041.

For any questions, contact Nina Petrilli at Millburn Recreation Department at  
[npetrilli@millburntwp.org](mailto:npetrilli@millburntwp.org) or (973) 564-7064