

**CONTRACTOR PAYROLL AUTHORIZATION FOR DIRECT DEPOSIT INTO EMPLOYEE'S ACCOUNT  
TREASURER AND RECEIVER GENERAL**

**SECTION 1: Employee Information**

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

**SECTION 2: Direct Deposit Information (fill in as necessary)**

Instructions: Direct deposit is distributed to your account as stated below. Designate one (and only one) account to receive direct deposit.

Name of Financial Institution	*Transit /Routing #	Account #	Checking/Savings
_____	_____	_____	_____

**\*NOTE:** To find the Transit/Routing number, look at the bottom of your personal check on the left side. You will find the nine-digit transit number there. If it is a savings account, contact your bank/credit union for help.

**SECTION 3: Sign and Return to Your Payroll Supervisor**

- I choose to receive my bi-weekly payroll advice through the HR/CMS Payroll and Compensation – View Paycheck <http://www.mass.gov/masshr> (available 24 hours). No bi-weekly paper copy will be issued to me by my employer
- I hereby authorize my employer, through the State Treasurer, to deposit my net pay, to the financial institution listed above. My employer, through the State Treasurer, is also authorized to debit any over-deposit or error, which it has caused to be made to my account. The State Treasurer or the employee may amend this authorization any time through HR/CMS self-service time and attendance or with proper notice to the Human Resources/Payroll Office. In the absence of bank documentation, my signature certifies the Transit #(s) and Account #(s) indication above are correct as shown.

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