

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

**SECTION 1: Employee Information**

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

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

Instructions: Direct deposits are distributed to accounts in order of the priority starting with priority '1'. The total of the percentages cannot exceed 100%. Designate one (and only one) account to receive any excess funds left over after all direct deposits are processed.

**If you are adding a new account, please list this along with all existing accounts in the order of priority.**

Priority	Amount	Percent of Net Pay	Excess? (check one)	*Transit/Routing Number	Account Number	Checking/Savings	L/A**	NEW	CHANGE	DEL***
1	\$_____ or _____%			_____	_____	_____				
2	\$_____ or _____%			_____	_____	_____				
3	\$_____ or _____%			_____	_____	_____				
4	\$_____ or _____%			_____	_____	_____				
5	\$_____ or _____%			_____	_____	_____				
6	\$_____ or _____%			_____	_____	_____				
7	\$_____ or _____%			_____	_____	_____				
8	\$_____ or _____%			_____	_____	_____				
9	\$_____ or _____%			_____	_____	_____				
10	\$_____ or _____%			_____	_____	_____				

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

- **REQUIRED:** I will receive my bi-weekly payroll advice through the Commonwealth Employee Self-Service website <https://hrcms-prod.state.ma.us/> (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 and/or distributions to the Financial Institution(s) 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 cancel this authorization any time with proper notice to the Personnel/Payroll Office. In the absence of bank documentation, my signature certifies the Transit Number(s) and Account Number(s) indicated above are correct as shown.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Employee Work Phone: \_\_\_\_\_

\* **NOTE:** To find the transit (routing) numbers, contact your financial institution for help.

\*\* **LEAVE ALONE**

\*\*\* **DELETE**