

DIRECT DEPOSIT

We are pleased to offer you a new convenience - Direct Deposit. You can have your check automatically deposited in your checking or savings account. You don't have to change your present banking relationship to take advantage of this service.

Here's how it works:

You will receive a "Remit Statement" via email showing the itemized invoices and the amounts paid.

We believe you will like the added convenience of having your net payments automatically deposited for you. Direct Deposit is safe, convenient, and easy. To take advantage of this service, please complete the following authorization form and return it to the Accounts Payable Department. The address listed below in red.

The authorization form provided below, gives Butte-Silver Bow and your financial institution authority to deposit your money to your account. Please complete the form in order to take advantage of Direct Deposit.

Instructions:

1. Mark the box before the type of account to indicate whether your money will be deposited in a checking or savings account.
2. Fill in your name, financial institution name and location, check the type of action (new or cancel), and date.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number.
4. **PLEASE SIGN THE FORM AND INCLUDE AN EMAIL ADDRESS! Remit Statements will NOT be mailed via any other method.**

If you have questions about the Direct Deposit Program, please call Accounts Payable at 406-497-6324. If you have questions about receipt of a payment, please call the Clerk & Recorder at (406) 497-6335.

EMPLOYEE'S OR VENDOR'S AUTHORIZATION - Please fill out & return to:

Instructions are above in the right hand column.

**Accounts Payable; 155 W. Granite St.
Rm. 207, Butte MT 59701**

I authorize you and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to my:

checking account.

savings account.

This authority remains in effect until I cancel it in writing.

Staple voided check in this area

FINANCIAL INSTITUTION

NAME (PLEASE PRINT)

BRANCH

New request

Cancel existing

Payroll

Vendor

CITY

STATE

SIGNATURE

DATE

TRANSIT ROUTING NUMBER:

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(NINE DIGITS BETWEEN THE |:XXXXXXXX|: SYMBOLS)

ACCOUNT NUMBER INFORMATION:

(DIGITS AFTER THE |: |: SYMBOLS)

PLEASE EMAIL MY BSB REMIT STATEMENT TO THE FOLLOWING EMAIL ADDRESS:

PLEASE PRINT LEGIBLY

