



TOWN OF OLD LYME

FINANCE

52 Lyme Street
Old Lyme, CT 06371

To: Town of Old Lyme Employees

From: Finance Department

Subject: Required Payroll Information

Name: _____

Address: _____

City/State/Zip: _____

Paychecks are issued every other week with Friday's date. If you choose Direct Deposit, your paycheck will be deposited according to your instructions. You can designate to have your check split between accounts and have a portion go into your savings and/or checking account(s).

Savings Acct.

Checking Acct.

Banking Institution: _____

Banking Routing Number: _____

Account Number(s): _____

Amount _____

Signature

Date