



TOWN OF OLD LYME

FINANCE
52 Lyme Street
Old Lyme, CT 06371

To: Town of Old Lyme Employees
From: Finance Office
Subject: Required payroll information

Name: _____

Address: _____

City/State/Zip: _____

Paychecks are issued 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).

	<u>Savings Acct.</u>	<u>Checking Acct.</u>
Banking Institution:	_____	_____
Banking Routing Number:	_____	_____
Account Number(s):	_____	_____

Signature

Date