

Payroll Direct Deposit Authorization Form

Use this form to add, change, or cancel a direct deposit. You may list up to 3 accounts on this form. Changes submitted to Payroll will be effective the pay date following the upcoming pay date.

A partial direct deposit requires a flat dollar amount to be deducted. A full direct deposit requires net pay to be deposited into account.

To set up direct deposit you must:

- Have the account currently set up at your bank
- Verify bank's transit number and your account number
- Provide payroll with a void check or deposit slip

1. ☐ New Acct. ☐ Change Dep. Amt. ☐ Cancel Acct. ☐ Saving ☐ Checking

Name of Banking Institution

Transit/ABA #

Account #

Amount (ALL/\$)

2. ☐ New Acct. ☐ Change Dep. Amt. ☐ Cancel Acct. ☐ Saving ☐ Checking

Name of Banking Institution

Transit/ABA #

Account #

Amount (ALL/\$)

3. ☐ New Acct. ☐ Change Dep. Amt. ☐ Cancel Acct. ☐ Saving ☐ Checking

Name of Banking Institution

Transit/ABA #

Account #

Amount (ALL/\$)

Until notified by me, I have authorized the City of Merriam to direct deposit all of my check/part of my check to the above listed banking institution(s).

Employee Name _____ SS# _____

Employee Signature _____ Date Signed _____