



PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Complete and return to Human Resources Department along with a voided check (checking account) or a statement from your bank verifying routing and account number (savings account)

Here's how Direct Deposit works:

On each payday you will receive an earnings statement for your records, which looks exactly like a check stub, showing gross salary, taxes, other deductions and net pay. Your money will have already been deposited in your account(s). The amount of the deposit will also appear on your bank statement(s).

PLEASE NOTE: FOR NEW EMPLOYEES, THE FIRST PAYROLL AFTER THE FORM IS RECEIVED WILL BE A TEST RUN. THE ACTUAL DEPOSIT WILL NOT START UNTIL THE SECOND PAYROLL.

Instructions:

1. Fill in your employee number, your name, financial institution name, Financial Routing Number and Account Number.
2. Check the box to indicate whether you wish your pay to be deposited in checking or savings.
3. Attach a voided check (for checking account) or a statement from your bank indicating routing and account number (for savings account) for verification of all financial institution information.
4. Repeat Steps 1 through 3 for second financial institute.
5. Sign authorization form.
6. Return entire form to Human Resources Department.

If you have any questions about Direct Deposit, contact the Human Resources Department at 839-4921.

This authorization gives the City of Eau Claire and your financial institution(s) authority to deposit your pay to your account.

Employee Number _____ Employee Name (Please Print) _____

Bank #1 Financial Institution _____

Checking Account Savings Account

Routing Number _____ Account Number _____ *Amount or % _____.

Bank #2 Financial Institution _____

Checking Account Savings Account

Routing Number _____ Account Number _____

I authorize the City of Eau Claire and the financial institutions listed above to initiate electronic entries to my account.

Signature _____ Date _____

THIS AUTHORIZATION WILL REPLACE AND VOID ALL PREVIOUS DIRECT DEPOSIT AUTHORIZATIONS.