



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.

Please notify Human Resources Manager immediately if your direct deposit/banking information changes.

Employee will be responsible for any return direct deposit fee charged.

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 manager with a **void check** or **deposit slip**.
- This form **MUST** be sign by the account holder.

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

Name of Banking Institution

Transit/Routing ABA #

Account #

Amount (ALL / \$)

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

Name of Banking Institution

Transit/Routing ABA #

Account #

Amount (ALL / \$)

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

Name of Banking Institution

Transit/Routing 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: _____ Soc. Sec. #: _____

Employee's Signature _____ Date Signed _____

Account Owner's Signature _____ Date Signed _____