

DIRECT DEPOSIT FORM

I agree and authorize the City of Clinton to initiate electronic credit entries to my financial institution/account(s) indicated below. I authorize my financial institution to accept and to credit any credit entries indicated by the City to my account. For funds that are deposited in my account to which I am not entitled, I authorize the City to initiate correcting debit entries. If any of the information below changes, I will promptly complete a new authorization form. I understand that the authorization may be rejected or discontinued by the City at any time or may be cancelled upon my written request.

****A voided personal check that includes your imprinted name or correspondence from your financial institution that includes the account holder's name, account number, and routing number must be attached here for account verification.

Do not attach a deposit slip. Forms with deposit slips attached will be rejected since the banking codes are not valid for direct deposit.

Account #1 Type (circle one): Checking Savings

Financial Institution Name

City & State

Financial Institution Routing # (ABA#)

Account #

Percentage or Dollar Amount to be Deposited to This Account

Account #2 Type (circle one): Checking Savings

Financial Institution Name

City & State

Financial Institution # (ABA#)

Account #

Percentage or Dollar Amount to be Deposited to This Account

This authorization will be in effect until the City of Clinton receives a new direct deposit form or written termination notice from myself and has a reasonable opportunity to act on it.

***IMPORTANT NOTICE - For NEW deposit requests - Your Direct Deposit is pre-noted with your financial institution to ensure that bank routing numbers and your account number are correct. This process may delay your initial direct deposit by up to two (2) pay periods, depending upon your pay cycle, in which case you would receive paper checks for those payrolls.**

Signature

Printed Name

Date

Last four digits of Social Security Number

Employee Number