



Direct Deposit Authorization Form

Instructions:

Please complete Sections I, II, and III below to sign up for direct deposit. Return the completed form to the payroll department in Finance. Please note that it will take two pay periods to process your enrollment in direct deposit. The first pay period is a trial run to verify bank routing & account numbers. Therefore, you will still receive a check for this pay period. If the trial run is successful, funds will be deposited directly into your bank account(s) on the second pay period. Forms must be received by the Monday before the pay date to start this cycle.

Section 1 – Participant Information

Employee Name:

Employee Number:

Section II – Financial Information

Your direct deposit may be allocated to a maximum of three accounts. **At least one account has to include the remainder of your net pay.** Attach a voided check or documentation from your bank that indicates the bank(s) routing number and your personal account number.

Routing Number (1 st 9 digits on check)	Account Number (digits listed between routing number and ck#)	Checking (C) or Savings (S)	Flat Dollar Amount	Remainder of Net Pay Indicate with “X”

Section III – Participant Authorization

I hereby authorize the City of New Brighton to deposit my net pay as indicated above. This authorization will remain in effect until I cancel it in writing or until the City of New Brighton discontinues the direct deposit plan. I will also be responsible for keeping the payroll department informed of any changes in my account number(s).

Signature:

Date:

Payroll Use Only:	Prenote Sent _____	Direct Deposit Enabled _____
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