

# DIRECT DEPOSIT AUTHORIZATION FORM

## City of Menasha

Effective April 1, 2006, the City has mandatory Direct Deposit for payroll.

*Direct Deposit is beneficial in many ways.*

- Your paycheck is deposited to your account even if you're on vacation or ill on payday.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster -- reduces the possibility of overdrafts.
- It's safe, convenient and easy.
- You can choose up to 2 financial institutions

*Here's how Direct Deposit will work:*

On payday you will receive a pay stub which lists the financial institution(s) and your gross salary, taxes, other deductions and net pay. Your money will already have been deposited in your account. This amount will also appear on your bank statement.

This authorization form gives the City of Menasha and your financial institution authority to deposit your pay to your account.

**Please complete this form and return it to the Personnel Department.**

**The best way to get the bank routing number and the correct account number is to call your bank to get the information. Or, you can attach a voided check or savings deposit ticket, or copy of, to verify financial institution information.**

**A 14-day advance notice is required for any change to your direct deposit. Failure to notify employer of a change in financial institutions may result in a delay of earnings deposited into my account(s).**

**Questions? Please call Personnel -- 967-3604 or 967-3605**

**EMPLOYEE AUTHORIZATION.** I authorize the City of Menasha and the financial institution(s) listed below to electronically deposit my net pay to the specified account(s) each pay day. If monies to which I am not entitled are deposited to my account(s), I authorize the City of Menasha to direct the financial institution(s) to return said funds. This authority will remain in effect until I have filed a new authorization, or upon termination of my employment with the City of Menasha.

It is my responsibility to notify my employer should I change financial institutions.

**Payroll Advice (check stub) will be sent electronically by email, designated by you; this can be a work or personal address.**

**Email address of your choosing (only one):** \_\_\_\_\_

(1)  **New/Change**       **Add**       **Stop/Cancel - Employee's initials** \_\_\_\_\_

Financial Institution (i.e., bank, credit union): \_\_\_\_\_

City/State: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Your Account Number: \_\_\_\_\_

- Checking  
 Savings

Indicate "Net Pay" *OR* the dollar amount if more than one financial institution direct deposit: \_\_\_\_\_

(2)  **New/Change**       **Add**       **Stop/Cancel - Employee's initials** \_\_\_\_\_

Financial Institution (i.e., bank, credit union): \_\_\_\_\_

City/State: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Your Account Number: \_\_\_\_\_

- Checking  
 Savings

Indicate "Net Pay" *OR* the dollar amount if more than one financial institution direct deposit: \_\_\_\_\_

**Date:** \_\_\_\_\_

Employee Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please print**