

Authorization Agreement for Automatic Deposit

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Please read this form carefully and write clearly.

If this is a new account, you must:

1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify the bank transit/routing number and your account number (including dashes).
3. Notify the bank that you are going to set up a direct deposit through Payroll. Make sure that there is not anything special that you need to do as far as they are concerned.

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Please check the action and fill out parts A through E below:

- _____ A new account.
_____ Changing a current direct deposit amount only.
_____ Canceling direct deposit. Do not close an account with the bank before you cancel with Payroll.
_____ Replacing direct deposit with a new account.
Which account are you replacing? _____

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A. Bank Name: _____

B. Bank Account Number:

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C. Bank Transit/Routing Number:

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D. Checking _____ Savings _____

E. Net Deposit _____ Partial Amount _____

Please return to Payroll with a voided check from your checking account or a deposit form from your savings account.

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- I authorize the City of Madison Heights and the bank listed above to deposit my net pay, or portion thereof, as indicated above into my account each payday.
 - If funds to which I am not entitled are deposited into my account, I authorize the City of Madison Heights to direct the bank to return said funds.
 - I understand that my deposit may not be credited to my account until 5:00 p m on the payday indicated on the check voucher.

Employee Signature: _____

Employee Name (Printed): _____

Date: _____