

# Automatic Payroll Deposit Authorization



## Instructions for signing up for Direct Deposit.

You must attach a **voided check** for each account you want to establish. Direct deposit takes two full pay-periods before the actual direct deposit begins. Please do not close your account prior to stopping your direct deposit with Payroll. If you close your account prior to notifying Payroll and your direct deposit has already been sent to the financial institution, it will take a minimum of four days and up to a maximum of ten days before the monies can be paid to you.

You may establish a maximum of three different direct deposits.

Name	_____	Employee ID#	_____
Contact Phone Number	_____		

Start	<input type="checkbox"/>	<input type="checkbox"/>	Checking/Sharedraft	
Change	<input type="checkbox"/>	<input type="checkbox"/>	Savings	_____
Cancel	<input type="checkbox"/>			Per Pay Period Amount to be Deposited
Financial Institution	_____			
Routing Number	_____	Account Number	_____	

Start	<input type="checkbox"/>	<input type="checkbox"/>	Checking/Sharedraft	
Change	<input type="checkbox"/>	<input type="checkbox"/>	Savings	_____
Cancel	<input type="checkbox"/>			Per Pay Period Amount to be Deposited
Financial Institution	_____			
Routing Number	_____	Account Number	_____	

Start	<input type="checkbox"/>	<input type="checkbox"/>	Checking/Sharedraft	
Change	<input type="checkbox"/>	<input type="checkbox"/>	Savings	_____
Cancel	<input type="checkbox"/>			Per Pay Period Amount to be Deposited
Financial Institution	_____			
Routing Number	_____	Account Number	_____	

*I hereby authorize the City of Ontario to distribute my payroll funds as specified above. Any existing deposit instructions will not change unless instructed by the employee by completing a new Automatic Payroll Deposit Authorization form. I hereby authorize the City of Ontario to deduct any overpayments in the event my account is erroneously credited.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date