



AUTHORIZATION FOR "ELECTRONIC DEPOSIT"

The City of Pineville offers direct deposit of employee paychecks to the bank(s) and account(s) of your choice. To set up direct deposit or make a change, please provide the following information.

1. Complete the employee portion of this form.
2. Attach a voided personal check and/or personalized slip to this form to verify your account number and bank routing number.
3. Return the completed form to the Payroll Department

****NOTIFY PAYROLL IMMEDIATELY IF YOU CLOSE OR CHANGE BANK ACCOUNT****

FINANCIAL INSTITUTION INFORMATION BELOW MUST BE COMPLETED BY EMPLOYEE

(Please print your name as it appears on your account and your Social Security #)

Employee Name: _____ **Social Security #:** _____

_____ **New Enrollment** _____ **Cancel Enrollment** _____ **Change Enrollment**

I hereby authorize City of Pineville to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated below and the depository name(s) below, hereinafter called depository, to credit and/or debit the same as such:

Name of Financial Institution: _____ **Amount or Percentage to Deposit:** _____

Please Check: Checking: _____ Savings: _____

Bank Routing #: _____ **Account #:** _____

Name of Financial Institution: _____ **Amount or Percentage to Deposit:** _____

Please Check: Checking: _____ Savings: _____

Bank Routing #: _____ **Account #:** _____

(Use extra sheets for additional deposit distributions.)

The authority is to remain in full force and effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company and depository a reasonable opportunity to act on it.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Attach Voided Check or Other Supporting Information in this Area

TO BE COMPLETED BY PAYROLL: PRENOTE DATE: _____ **BY:** _____