



## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

I hereby authorize the City of Irving 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 named below to credit and/or debit the same to such account.

**New**                     
  **Change**                     
  **Cancel**

**Please Print or Type**

|             |         |   |              |                 |
|-------------|---------|---|--------------|-----------------|
| Bank Name   |         | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings<br><input type="checkbox"/> Other _____ | Account Name | Transit/ABA No. |
| Flat Amount | Percent |   | Account No.  |                 |
| \$          | %       |   |              |                 |

|             |         |   |              |                 |
|-------------|---------|---|--------------|-----------------|
| Bank Name   |         | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings<br><input type="checkbox"/> Other _____ | Account Name | Transit/ABA No. |
| Flat Amount | Percent |   | Account No.  |                 |
| \$          | %       |   |              |                 |

|             |         |   |              |                 |
|-------------|---------|---|--------------|-----------------|
| Bank Name   |         | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings<br><input type="checkbox"/> Other _____ | Account Name | Transit/ABA No. |
| Flat Amount | Percent |   | Account No.  |                 |
| \$          | %       |   |              |                 |

|             |         |   |              |                 |
|-------------|---------|---|--------------|-----------------|
| Bank Name   |         | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings<br><input type="checkbox"/> Other _____ | Account Name | Transit/ABA No. |
| Flat Amount | Percent |   | Account No.  |                 |
| \$          | %       |   |              |                 |

**This authority shall remain in full force and effect until written notification of termination is received from me, and the City of Irving and my banking institution have reasonable opportunity to act on it.**

**Employee Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Work Phone:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_

**NOTE: Please attach a voided check for checking account, or a letter from the bank for all others, indicating routing and transit number with the account number. (This will be used to verify routing and/or account number information.) Please return to Becky Babcock upon completion.**

**What is Direct Deposit?**

Direct Deposit makes deposits into your checking account electronically instead of issuing paper checks that have to be taken to the bank.

Payroll direct deposit ensures that your pay is automatically deposited into your account each and every payday. It also allows you to be paid in the most dependable manner available, while reducing overall payroll costs.

**Do I have to use Direct Deposit?**

No, it is a voluntary benefit being offered to you.

**What are the advantages of Direct Deposit?**

- ✓ Avoid trips to the bank on payday to deposit your check.
- ✓ Your pay will automatically be deposited into your account on payday even if you are on vacation.
- ✓ Your paycheck cannot be lost, stolen or misplaced.

**When will the money be in my account and available to spend?**

The funds will normally be transmitted to your bank the day before checks are released and should be available to you on payday. Check with your bank.

**What kind of notification will I get that my paycheck has been deposited?**

You will get a "Notification of Deposit" from the City on payday that will have all of the information that was previously provided on your paycheck stub. In addition, if you are authorized for Employee Self-Service, you will be able to view your paycheck history on-line.

**What will it cost me to have direct deposit?**

There will be no cost from the City; however, you would have to contact your bank to see if there will be any costs there.

**Does it matter what bank I use?**

You may use any account at any financial institution on which you can write a check.

**Can I still have my deductions such as union dues, Credit Union deposit, and shoes taken out of my check?**

Yes, all deductions can still be taken out and the balance will be electronically deposited into your account.

**What kind of payments can I receive by direct deposit?**

You may receive by direct deposit any payment normally paid to you with a payroll check with the following exceptions: final checks on termination, pay while on workers' compensation, extra paychecks to correct time card errors, and certain other specially handled payroll checks.

**Can I deposit my check into more than one account?**

Yes, the authorization form allows for up to four (4) accounts but you may add more as needed.

**What if I change banks?**

You must fill out another authorization form and return it to payroll for processing. You will then receive the next one or two pay amounts by check and then will resume receiving payments by direct deposit at the new bank.

**How long will it take to start receiving direct deposit after I sign up?**

It will take at least two pay periods before you will receive direct deposit.

**What do I have to do to cancel direct deposit?**

Cancellation notice must be received by payroll no later than the last Friday of the pay period in order to take effect for the following paycheck.

**What do I have to do to sign up?**

You may sign up at any time during the year. Simply complete the Authorization Agreement for Automatic Payroll Deposits, attach a voided check and return to payroll.

To find the "Transit/ABA" number, call your bank/financial institution or look up the first nine (9) numbers on the bottom left corner of your personal check.

**For additional information or assistance, call 972-721-2696.**