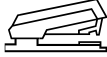


AUTHORIZATION FOR DIRECT DEPOSIT

(Please Print) Name	
Message Phone	
Department/Division	



Attach a voided check or savings deposit form for each account
Routing numbers that start with the number 5 cannot be used



<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel
------------------------------	---------------------------------	---------------------------------

Name of Financial Institution: _____

<input type="checkbox"/> Checking	Routing #	<input type="checkbox"/> Net Check
<input type="checkbox"/> Savings	Account #	<input type="checkbox"/> Dollar Amount \$

<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel
------------------------------	---------------------------------	---------------------------------

Name of Financial Institution: _____

<input type="checkbox"/> Checking	Routing #	<input type="checkbox"/> Net Check
<input type="checkbox"/> Savings	Account #	<input type="checkbox"/> Dollar Amount \$

For additional accounts, please attach additional forms

SELECT ONE	
<input type="checkbox"/> I elect direct deposit. I hereby authorize the City of Vancouver to direct deposit my pay to the institution(s) I have listed. The City is authorized to make any necessary corrections for debit or credit information. In the event that the City deposits erroneously into my account, I authorize the City to debit my account for an amount not to exceed the original amount of the erroneous credit. The City shall bear no responsibility for failure to deposit funds as outlined above, provided a bearer instrument (check) is given in lieu of direct deposit. The City delivers direct deposit pay stubs through a secure internet site. Please visit Viewing Payslip or W-2 Online for instructions and a secure link for pay stub viewing. No paper copy will be mailed. The first payday after direct deposit is entered, a test file will be sent to your financial institution to ensure all information is entered correctly. <u>That first payday a paper check will be issued.</u> This does not apply to accounts that are just changing amounts deposited. Please choose a delivery method. If unselected, form will be returned to you.	
<input type="checkbox"/> I would like my first check mailed. I understand that a replacement check for checks lost in the postal system could <u>take up to 3 weeks</u> from the original payday to process.	<input type="checkbox"/> I would like to pick my first check up at City Hall after 8:00am on Payday
When changing from an existing account to a completely different account, a test file needs to be sent the first payday after the new account is entered.	
<input type="checkbox"/> Old account is still open, please deposit next check there	<input type="checkbox"/> Old account is closed, please issue paper check

<input type="checkbox"/> I decline direct deposit. I do not wish to have my pay directly deposited. I understand the City uses the U.S. Postal Service to deliver paychecks. The City shall bear no responsibility for late or misdirected mail. I understand that a replacement check for checks lost in the postal system could take up to 3 weeks from the original payday to process.

Signature _____

Date _____

QUESTIONS? Please call Payroll at (360) 487-8470
Email: citypayroll@cityofvancouver.us