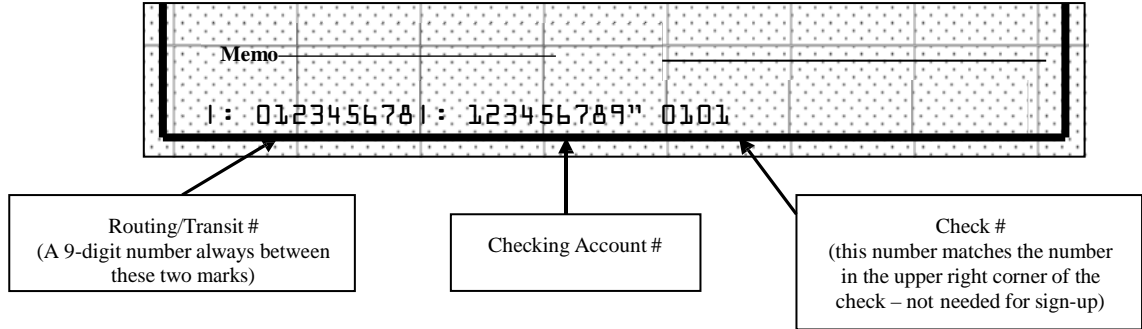


# Employee Direct Deposit Form

To enroll in Direct Deposit, simply fill out this form and give to Human Resources. Attach a voided check for each checking account - not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.



Above is a sample check detailing where the information necessary to complete this form can be found.

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## IMPORTANT! Please read and sign before completing and submitting.

I hereby authorize the City of Traverse City to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by City of Traverse City to my account. In the event that City of Traverse City deposits funds erroneously into my account; I authorize City of Traverse City to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until City of Traverse City and Bank have received written notice from me of its termination in such time and in such manner as to afford City of Traverse City and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Account Information

The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form.

**Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.**

1. Bank Name/City/State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or  Entire Net Amount

2. Bank Name/City/State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or  Entire Net Amount

**ATTENTION: Keep each original employee enrollment form on file as long as the employee is using FSDD, and for two years thereafter.**