

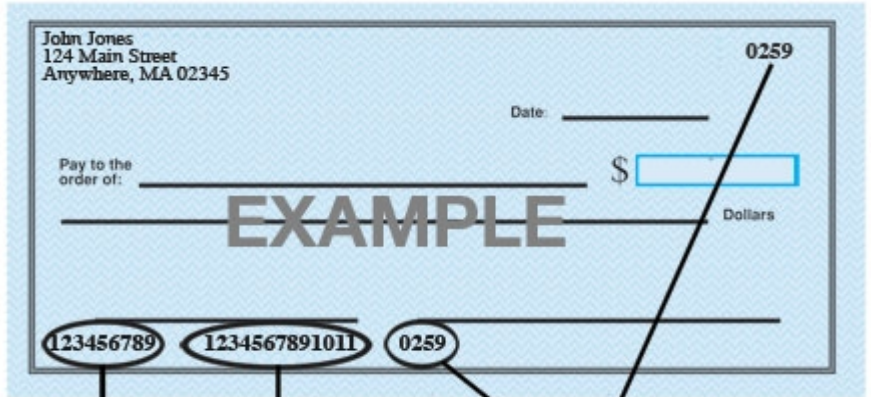


# PAYROLL

## Direct Deposit Enrollment & Elected Payroll Deductions

Direct deposit will normally start by the next pay period after receipt of this form by the Payroll Department. Please **attach a voided check** if depositing into a checking account. If depositing into a savings account, please attach a voided deposit slip with confirmation from your bank re: routing/transit numbers, **or** attach a copy of a **direct deposit form from your bank for any type of account**.

Only complete the following **if** you have more than one account you would like your paycheck divided among.



**9 digit  
Routing  
Number**

**Account  
Number  
(1-17 digits)**

**Check  
Number  
(do not include)**

**Bank Name/City/State:**

\_\_\_\_\_

Checking  Savings  Other: \_\_\_\_\_  Deposit \$ \_\_\_\_\_ or  Entire Net Amount

**Bank Name/City/State:**

\_\_\_\_\_

Checking  Savings  Other: \_\_\_\_\_  Deposit \$ \_\_\_\_\_ or  Entire Net Amount

**Bank Name/City/State:**

\_\_\_\_\_

Checking  Savings  Other: \_\_\_\_\_  Deposit \$ \_\_\_\_\_ or  Entire Net Amount

**Elected Payroll Deductions:**

AFLAC \$ \_\_\_\_\_  YMCA \$ \_\_\_\_\_

Statement:

I hereby authorize the City of Gig Harbor to initiate credit entries into my account(s) at the financial institution(s) indicated on this form. Further, I authorize the financial institution(s) to accept and to credit any credit entries indicated by the City of Gig Harbor to my accounts. In the event at the City of Gig Harbor deposits funds erroneously into my account, I authorize the City of Gig Harbor 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 the City of Gig Harbor and the financial institution(s) have received written notice from me of its termination in such time and in such manner as to afford the City of Gig Harbor and the financial institution(s) to act on it.

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

\_\_\_\_\_