

For Payroll Use Only:

ACH Processed

ACH Denied

Authorization for Automatic Deposits

Employees have the option of selecting up to 2 accounts to have their paycheck deposited into. Please be sure to indicate the dollar amount, **not** the percentage, of your check that you want deposited into each account. For example an employee may choose to have \$100.00 deposited into a savings account and the remaining balance (net pay) deposited into a 2nd account. Or an employee can choose to have their entire check deposited into one account.

I hereby authorize Bullhead City Fire Department to initiate credit entries and if necessary, adjustment entries to the accounts indicated below. I further authorize the Financial Institution named below to accept such entries and to credit the amount thereof to such account.

***Attach a voided check for checking account(s) with a valid routing number for savings account. (Routing numbers cannot begin with a 5).

Check One:

Initiate Direct Deposit

Revise Direct Deposit

Cancel Direct Deposit

Financial Institution Name: _____			
Address: _____	City: _____	State: _____	Zip: _____
Branch: _____			
Account #: _____	Routing #: _____		
Checking or Savings: _____	Net Pay to be deposited: _____		

Financial Institution Name: _____			
Address: _____	City: _____	State: _____	Zip: _____
Branch: _____			
Account #: _____	Routing #: _____		
Checking or Savings: _____	Dollar amount to be deposited: _____		

This authority is to remain in full force and effect until Bullhead City Fire Department and the Financial Institution has received written notification from me of its termination in such time and manner as to afford Bullhead City Fire Department and the Financial Institution a reasonable opportunity to act upon it.

Name: _____ ID#: _____

Signature: _____ Date: _____

For questions regarding Direct Deposit, please call the Payroll Office at 928-758-4243.

Please return this completed form to Payroll at Station 1