

City of Livermore

Payroll Direct Deposit Authorization Form

New to Direct Deposit
 Add/change/delete existing accts
 Stop all direct deposits eff: _____

Employee ID	Employee Name (Last, First, M.)
-------------	---------------------------------

Action	Bank Transit Routing Number* (9 digits)	Account Number*	Account Type*	Deposit Type
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Net <input type="checkbox"/> Amount \$ _____
Effective date:		Financial Institution: (Name, City, State)		

Action	Bank Transit Routing Number* (9 digits)	Account Number*	Account Type*	Deposit Type
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Net <input type="checkbox"/> Amount \$ _____
Effective date:		Financial Institution: (Name, City, State)		

Action	Bank Transit Routing Number* (9 digits)	Account Number*	Account Type*	Deposit Type
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Net <input type="checkbox"/> Amount \$ _____
Effective date:		Financial Institution: (Name, City, State)		

Action	Bank Transit Routing Number* (9 digits)	Account Number*	Account Type*	Deposit Type
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Net <input type="checkbox"/> Amount \$ _____
Effective date:		Financial Institution: (Name, City, State)		

IF YOU SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH WRITTEN NOTIFICATION FROM THE FINANCIAL INSTITUTION WITH ROUTING (ABA) AND ACCOUNT NUMBERS.

*Adding a new direct deposit or changing account type, bank transit routing number or account number requires a prenote to be sent to the bank before the add or change becomes effective. A prenote sends your account type and bank and account numbers to the bank without any money to assure the accuracy of the numbers. Changes should be effective the 2nd payroll after entered into the payroll system. You may receive an "actual check" until the prenoting process is complete.

I hereby authorize the City of Livermore and Union Bank of California to initiate credits to the financial institution(s) indicated above. I authorize the City of Livermore to recover money electronically deposited in my account(s) in error, either by adjusting or debiting the account(s), or withholding future payments. I understand I will be notified by the City of Livermore if adjustments or debits are being made. This authority is to remain in full force and effect until the City of Livermore has received written notification from me of its termination.

Employee Signature

Date

Contact Phone Number in Case of Questions