

CITY OF MOUNTAIN VIEW
AUTOMATIC DEPOSIT FORM

NAME: _____
(Please print name)

DEPARTMENT: _____ EXT.: _____

SET UP NEW ACCOUNT:

Please **set up** a new automatic deposit of my paycheck as follows:

BANK NAME: _____

BRANCH PHONE NUMBER: _____

ROUTING NUMBER (if available): _____

TYPE OF ACCOUNT: Checking Savings

AMOUNT: Partial of \$ _____ or NET

ACCOUNT NUMBER: _____

EFFECTIVE DATE: _____ or ASAP

*****You must attach a voided check for the above new account.*****

CHANGE EXISTING ACCOUNT:

Please **change** my existing automatic deposit of my paycheck as follows:

BANK NAME: _____

TYPE OF ACCOUNT: Checking Savings

TYPE OF CHANGE: Cancel or Change amount to \$ _____

ACCOUNT NUMBER: _____

EFFECTIVE DATE: _____ or ASAP

I authorize the Payroll Division to make the above-stated changes:

Signature: _____ Date: _____

Route to: Human Resources Division