



**PAYROLL DIRECT DEPOSIT INFORMATION
AUTHORIZATION and AGREEMENT**

Employees of the City of Redding are eligible to electronically deposit their net pay each pay period directly to their financial institution. On Tuesday of the normal payroll processing week, payroll data is electronically transmitted to an employee's selected bank or financial institution. The actual deposit posting time varies pursuant to the bank or financial institution selected by the employee. To participate in this program, an employee must deposit their **total net pay** each pay period into a checking/savings account. On payday, employees receive a pay stub indicating gross pay, deductions, and other pertinent payroll information for the payroll period. Please read, complete and sign the following to enroll.

DIRECT DEPOSIT GUIDELINES: I choose to electronically deposit net pay to my checking/savings account. I understand that I must immediately notify the Personnel Office, in writing, of any changes in my deposit account, i.e. closure, transfer, etc., or to cancel the authorization no later than the Friday preceding the end of the City's pay period. I understand that charges incurred by the City due to my failure to properly notify the City of any such changes, will be charged to me. I have read and understand the guidelines as presented and agree to these conditions.

I hereby authorize the City of Redding to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository institution named below to credit and/or debit the same to such account.

This account is a (please check **one**): Checking Account Savings Account

BANK or FINANCIAL INSTITUTION NAME _____

This authority is to remain in full force and effect until the City of Redding has received written notification from me of its termination in such time and in such manner as to afford the City of Redding and Bank or Financial Institution indicated above a reasonable opportunity to act on it.

I wish to receive my pay stub electronically via my City email account.

Signature **Date**

Please Print Name **Employee #** **Dept. #**

NOTE: EMPLOYEES MUST ATTACH ONE OF THE FOLLOWING:

1. A VOIDED CHECK FOR A CHECKING ACCOUNT, OR
2. AN OFFICIAL BANK or FINANCIAL INSTITUTION DOCUMENT LISTING THE APPROPRIATE ROUTING NUMBER and ACCOUNT NUMBER FOR CHECKING OR SAVINGS ACCOUNTS.

**DEPOSIT SLIPS ARE ACCEPTABLE FOR SAVINGS ACCOUNTS ONLY
NOT CHECKING ACCOUNTS**