City of South Lake Tahoe

Direct Deposit Sign-Up/Authorization Form

Print Name_____Social Security Number_____

Department_____Employee Number_____

Begin Deposits **Change Information** **Cancel Deposits** **Change Deposit Amount**

DEPOSIT WILL BE MADE TO THE FOLLOWING ACCOUNTS:
(If checking account, attach a check with "VOID" written on the front for each account.)
ACCOUNT NUMBER AND ROUTING NUMBER MUST BE INCLUDED OR DIRECT DEPOSIT CAN NOT BE STARTED OR CHANGED

Bank 1: Entire Net Paycheck to Single Institution or
Fixed amount or percentage per pay period:$_____ or _____%
Name of bank _____
Account # _____
Routing # _____
Checking Savings

Bank 2: Fixed amount or percentage per pay period: $_____ or _____%
Or Net Balance after #1
Name of bank _____
Account # _____
Routing # _____
Checking Savings

Bank 3: Fixed amount or percentage per pay period:$_____ or _____%
Or Net Balance after #1
Name of bank _____
Account # _____
Routing # _____
Checking Savings

AUTHORIZATION

I authorize City of South Lake Tahoe to initiate deposits (and/or corrections to previous deposits) to my bank account(s) as indicated on this authorization. This authorization will remain in effect until I give written notice to the Payroll Department or upon termination of my employment with City of South Lake Tahoe. Written notice of changes shall not be effective until one full pay period following receipt of the requested change in the Payroll Department.

Employee's Signature _____ Date _____

PAYROLL USE ONLY

Date Received: _____ Input _____ _____ Employee # _____
Initials Date