

## AUTHORIZATION TO DEPOSIT PAYROLL AUTOMATICALLY

I hereby authorize the City of Lodi to initiate credit entries to my financial institution. I authorize the City of Lodi and/or my financial institution to initiate corrections and adjustments for any previous credit entries made in error. I authorize the City of Lodi to automatically deposit my net payroll amount held at the referenced financial institution in an account held in my name. I understand that any authorized transfer will be processed through the Automatic Clearing House system. These transfers are to be made on the specified payroll dates, or if that date is not on which the Bank and the Automated Clearing House are open for processing such transfers, on the next date on which both are open for such transfers.

**YOUR NAME** \_\_\_\_\_  
(Please Print Clearly)

**ACCOUNT NUMBER** \_\_\_\_\_

**BANK RTN NUMBER** \_\_\_\_\_  
**OR BANK NAME**

This authorization will remain effective until I give City of Lodi – Finance Department written notice to the contrary and there has been a reasonable time to act on such notice.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

***THE FIRST PAY PERIOD AFTER YOU SIGN UP FOR DIRECT DEPOSIT, YOU WILL STILL RECEIVE A CHECK. IN THE SECOND PAY PERIOD YOUR CHECK WILL BE DEPOSITED INTO YOUR ACCOUNT.***

**PLEASE ATTACH VOIDED CHECK**