City of Oceanside

City of Oceanside Direct Deposit Form

Fed. ID # 95-1688570

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

I hereby authorize The City of Oceanside, hereafter called City, to initiate credits entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below, hereafter called Depository, to credit and/or debit same to such account. Employee understands that late deposits may be made due to scheduled holidays falling during payroll week or mechanical delays.

Select One: [ ] Start New Direct Deposit [ ] Stop Old Direct Deposit

[ ] Start Additional Deposit - List dollar amount: $_____

[ ] Change Existing Additional Deposit Amount- From $_____ to $_____

Employee #	Print Name	Social Security Number

Depository Name (Bank Name)	Branch

Transit Routing Number

Account Number Information

Select One:

[ ] Checking Account
[ ] Savings Account

Select One: [ ] Start New Direct Deposit [ ] Stop Old Direct Deposit

[ ] Start Additional Deposit - List dollar amount: $_____

[ ] Change Existing Additional Deposit Amount- From $_____ to $_____

Employee #	Print Name	Social Security Number

Depository Name (Bank Name)	Branch

Transit Routing Number

Account Number Information

Select One:

[ ] Checking Account
[ ] Savings Account

This authority is to remain in effect until City has received written notification from me of its termination in such time and such manner as to afford City and Depository a reasonable opportunity to act on it.

Date: _____ Signature: _____

REMEMBER TO:

1. **Sign and Date**
2. ***CHECKING ACCOUNTS - STAPLE A VOIDED CHECK TO THE FRONT OF THIS FORM***
3. ***SAVINGS ACCOUNTS - STAPLE A DEPOSIT SLIP TO THE FRONT OF THIS FORM***
4. **Submit form to Payroll Coordinator or Payroll Office.**

NOTE:

Direct Deposit is subject to electronic prenotification to your bank. You will receive an Actual Check to be cashed during this process. This process takes aproximately two (2) pay periods to complete.
*****An Actual Check stub has signatures on the bottom right and a Direct Deposit stub has the words "Non Negotiable" stated.**