

How to enroll in the City of Alhambra Direct Deposit Program:

Staple blank, voided check

1. Read and fill in Authorization Agreement.
2. Determine where you want your paycheck deposited. You may deposit your paycheck in one or two existing bank account(s).*
3. Retain your copy and return completed Enrollment Form to payroll.

*The Bank you specify must be a member of the National Automated Clearing House. Yours probably is, but if not, payroll will let you know so that you can make an alternate choice.

For existing checking account: Attach a personal check with the word "void" written in large letters in ink across the face of it. Do not sign the check.

Direct Deposit Authorization Agreement

I authorize the City of Alhambra to deposit my paycheck each payday directly into the account(s) indicated, in the amount(s) I have specified (no more than two different accounts). This authority will remain in force until I have given written notice that I have terminated it or until the City of Alhambra has notified me that this deposit service has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If an incorrect amount should be entered into my account(s), I authorize my bank(s) to make the appropriate adjustment(s).

Signature _____ Date _____
 Name (please print) _____
 Social Security No. _____

Complete this section to deposit your pay in one or two existing accounts.

Account no. 1 —any existing account you have.

Each payday, please deposit my entire net check amount into the existing bank account listed below, except for the fixed amount, if any, deposited into account no. 2.

Bank _____

Branch Address _____

Account No.

Type of Account* (Verify with your bank)

savings or checking

ABA Number (first nine digits of the encoded number from your check)

Account no. 2 (optional)—any other existing account you have.

Each payday, deposit the following fixed portion into the existing bank account listed below.

Fixed Whole Dollar Amount

Bank _____

Branch Address _____

Account No.

Type of Account* (Verify with your bank)

savings or checking

ABA Number (first nine digits of the encoded number from your check)