



City of Anaheim Direct Deposit of Fixed Portion of Net Pay

Action Requested: New Account Change Amount Change Cancel

Section 1	
Name	
Social Security Number	Department
	Work Phone Number

Section 2	
Please indicate the type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank Name/Branch	Bank Phone Number
Bank Routing Number	Account Number
Amount of Fixed Portion Deposit	\$

I (We) hereby authorize the City of Anaheim to initiate credit entries to my (our) account number listed above at the depository (hereinafter referred to as "Bank") named above, and to initiate, if necessary, debit entries or adjustments for any credit entries in error.

I will not hold the City of Anaheim responsible for delay, loss or misapplication of funds due to incorrect or incomplete information supplied by me or my bank, or failure of my bank to correctly credit my account. I understand that an unforeseen delay in payroll processing by any outside entity (Automated Clearing House or financial institution) due to computer downtime, power outages or other unavoidable occurrences, might affect the date of deposit to my account.

This authority is to remain in full force and effect until the Bank has received written notification from me (or either of us) of it's termination in such time and in such manner as to afford the Bank a reasonable opportunity to act on it, or until the Bank has sent me (or either of us) ten (10) days written notice of the Bank's termination of this arrangement.

NOTE:

1. It may take up to two payroll cycles for your **new** direct deposit to become activated.
2. If you elect to deposit your funds into a Credit Union, the City of Anaheim will deduct one amount and it will be the responsibility of your Credit Union to distribute your funds in accordance to your written instructions on file with the Credit Union.
3. If you decide to close your account, please notify the Payroll Division immediately

Signature Required

Today's Date

Staple unused deposit ticket or check for this account here
Return completed form to the Payroll Division, CHE 6th Floor MS#625



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