



# City of Brisbane

## Direct Deposit Sign-up/Authorization Form

- Please complete and sign this form.
- Attach a voided check if depositing to a checking account.
- If depositing to a savings account, obtain the transit routing and account numbers from your financial institution and note them on this form.

Attach voided check(s) here.

I hereby authorize my employer, City of Brisbane, to initiate deposits (or correcting entries to previous deposits) to my account(s) below.

**CHECKING ACCOUNT(S)** (attach voided check and dollar amount instruction for each account)

**SAVINGS ACCOUNT (1)** \_\_\_\_\_ Transit Routing number \_\_\_\_\_  
Financial Institution \_\_\_\_\_ Its City & State \_\_\_\_\_ \$ \_\_\_\_\_

**SAVINGS ACCOUNT (2)** \_\_\_\_\_ Transit Routing number \_\_\_\_\_  
Financial Institution \_\_\_\_\_ Its City & State \_\_\_\_\_ \$ \_\_\_\_\_

List additional accounts and their information on the reverse of this form.

This authority is to remain in force until I revoke it by giving written notice to my employer or upon termination of my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number