



CITY OF CHICO

DIRECT DEPOSIT AUTHORIZATION FORM

Print Name: _____

Employee Number: _____

Department: _____

Please Deposit My Paycheck to the Following Accounts:

(You must attach a voided check for each checking account and a statement or specification sheet for each savings account)

<p>EFT #1</p> <p><i>Check One:</i> <input type="checkbox"/> Begin Deposit <input type="checkbox"/> Change Info <input type="checkbox"/> Cancel Deposit</p>	<p><i>Check One</i> <input type="checkbox"/> Entire net paycheck to single institution or <input type="checkbox"/> Fixed amount \$ _____ or <input type="checkbox"/> Percentage of net pay _____%</p> <p><i>Check One:</i> <input type="checkbox"/> All regular pay periods Or <input type="checkbox"/> All pay periods except 3rd pay period in a month</p>	<p style="text-align: center;">PAYROLL USE ONLY</p> <p>Bank Transit #: _____</p> <p style="text-align: right;"><input type="checkbox"/> Checking <input type="checkbox"/> Savings</p>
<p>Name of Financial Institution: _____ Account #: _____</p>		
<p>EFT #2</p> <p><i>Check One:</i> <input type="checkbox"/> Begin Deposit <input type="checkbox"/> Change Info <input type="checkbox"/> Cancel Deposit</p>	<p><i>Check One</i> <input type="checkbox"/> Fixed amount \$ _____ or <input type="checkbox"/> Percentage of net pay _____% or <input type="checkbox"/> Net balance</p> <p><i>Check One:</i> <input type="checkbox"/> All regular pay periods or <input type="checkbox"/> All pay periods except 3rd pay period in a month</p>	<p style="text-align: center;">PAYROLL USE ONLY</p> <p>Bank Transit #: _____</p> <p style="text-align: right;"><input type="checkbox"/> Checking <input type="checkbox"/> Savings</p>
<p>Name of Financial Institution: _____ Account #: _____</p>		
<p>EFT #3</p> <p><i>Check One:</i> <input type="checkbox"/> Begin Deposit <input type="checkbox"/> Change Info <input type="checkbox"/> Cancel Deposit</p>	<p><i>Check One</i> <input type="checkbox"/> Fixed amount \$ _____ or <input type="checkbox"/> Percentage of net pay _____% or <input type="checkbox"/> Net balance</p> <p><i>Check One:</i> <input type="checkbox"/> All regular pay periods or <input type="checkbox"/> All pay periods except 3rd pay period in a month</p>	<p style="text-align: center;">PAYROLL USE ONLY</p> <p>Bank Transit #: _____</p> <p style="text-align: right;"><input type="checkbox"/> Checking <input type="checkbox"/> Savings</p>
<p>Name of Financial Institution: _____ Account #: _____</p>		

I authorize the City of Chico to initiate deposits and/or corrections to previous deposits to my account(s) as indicated above. This authorization will remain in effect until I give written notice to the Human Resources & Risk Management Office or upon termination of my employment with the City of Chico. I understand processing errors may not be reported for three (3) working days, and deposits **might not** be posted to my account until the day after payday. I further understand that it is my responsibility to arrange distribution of deposits within each financial institution.

Employee Signature: _____

Date: _____

PAYROLL USE ONLY

Date Received: _____ Input: _____ Pre-Note: _____ Effective: _____

DIRECT DEPOSIT AUTHORIZATION FORM

FORGET ABOUT RUSHING TO THE BANK EVERY PAYDAY...

Your regular bi-weekly paychecks* can be deposited directly into your own checking or savings account(s) every payday - even if you're sick or on vacation.

It's convenient and safe. Your paycheck can't be stolen or lost. You will still receive a pay stub showing your gross pay, tax and other deductions, as well as the take-home pay that has been deposited directly to your account(s).

HERE'S HOW IT WORKS

Regardless of where you bank, you can sign up for direct deposit (also called "EFT" or "Electronic Funds Transfer") by filling out the form on the reverse side and sending it, along with a voided check for your checking account and/or a completed savings account specification sheet for your savings account to the Personnel Office.

It takes about 2-3 pay periods to set up the service and verify computer recognition of bank identification codes. You will continue to receive a regular paycheck until the Direct Deposit takes effect.

Your bank's processing of your EFT will determine exactly when your account is credited.

*Special pay, such as safety incentive and payouts, will continue to be provided in regular paycheck form.

FREQUENTLY ASKED QUESTIONS...

Q: DO I NEED TO SWITCH MY BANK ACCOUNT TO TAKE ADVANTAGE OF THE SERVICE?

No. Your pay can be deposited in most banks, savings and loan, or credit unions in the country.

If you have questions, check with your financial institution to see if they participate.

Q: WHEN WILL MY PAY BE DEPOSITED?

Your pay is automatically deposited to your account. Depending on your bank's processing schedule, your deposit may be available either on payday or the following day.

Q: WHEN CAN I GET CASH?

Most banks will credit your account with your deposit at the opening of business on the day your bank receives the deposit. You may need to check with your bank to determine exactly when the funds will be available.

Q: HOW WILL I KNOW HOW MUCH OVERTIME I WAS PAID OR HOW MUCH ACCUMULATED LEAVE I HAVE?

You will still get a "pay stub" in a sealed envelope each payday just like you currently receive your paycheck.

Q: HOW MANY DIFFERENT DIRECT DEPOSITS CAN I HAVE?

You may specify a maximum of six direct deposits. Please contact your financial institution to arrange for your deposit to be further distributed among more than one account at a single financial institution.

Q: WHAT IF I WANT TO CHANGE MY BANK ACCOUNT AFTER JOINING THE PROGRAM?

If you change your account or financial institution, simply contact the Personnel Office to complete a new Authorization Form. There will always be at least a one pay period delay for implementation of changes to meet bank verification requirements.

Q: IS THERE ANY EXTRA COST FOR THIS SERVICE?

It's free...and might even qualify you for discounts on other bank fees. Check with your bank.

Q: SUPPOSE I TRY IT AND DON'T LIKE IT?

No problem. You can change back to regular paychecks.

If you have other questions, please e-mail Payroll.

PLEASE PRINT YOUR DIRECT DEPOSIT AUTHORIZATION FORM ON GREEN PAPER.