



HUNTINGTON BEACH

Standard Form Prescribed by
City Treasurer's Department
(rev. May 2003)

City of Huntington Beach

Direct Deposit > SIGN-UP FORM

WHY DIRECT DEPOSIT?

There are many reasons for using Direct Deposit; here are some of the ways you can benefit.

- **Easy to sign-up.** Just complete the Payroll Electronic Deposit Authorization Form below and send it and a voided check to the Payroll Office. You may elect three accounts.
- **More convenient.** Saves time - no more traveling to the bank or standing in line.
- **Safer.** Direct deposit eliminates the possibility of a lost or "misappropriated" check and increases confidentiality.
- You always *know when your check will be deposited* - even if you are out of town.

HOW DO I SIGN UP?

Complete this form and return it with the appropriate VOIDED CHECK(S) to the Payroll Office

PAYROLL ELECTRONIC DEPOSIT AUTHORIZATION FORM

I hereby authorize the City of Huntington Beach to deposit my pay to the below checking/savings account(s), as well as make necessary corrections due to an error or adjustment.

I will not hold the City of Huntington Beach responsible for delay, loss or misapplication of funds due to incorrect or incomplete information supplied by me or my depository, or failure of my depository to correctly credit my account. I understand that an unforeseen delay in payroll processing by any outside entity (Automated Clearing Housing or Financial Institution) due to computer down-time, power outages or other unavoidable occurrences, might affect the date of deposit of funds to my account. This authority is to remain in full force and effect until the City has received written notification from me to terminate, or until the City has sent me thirty days written notice of the City's termination of this arrangement. In addition, I understand that if my employment terminates voluntarily or involuntarily my final check will not be directly deposited to the below account(s).

Note: If you elect to use the City of Huntington Beach Credit Union as one of your depositories, please check with the credit union for additional information.

Electronic Deposit Action (check one): New Change Stop

Name: _____

Department/Division: _____ Contact Phone #: _____

Signature: _____ Date: _____

You may deposit to three accounts. Deposits to multiple accounts within a single bank may be arranged through them.

Bank 1 Name: _____	Address: _____
Bank Routing Number: _____	Acct # _____
Checking. <input type="checkbox"/> Savings. <input type="checkbox"/>	Amt. to Deposit: _____
Bank 2 Name: _____	Address: _____
Bank Routing Number: _____	Acct # _____
Checking. <input type="checkbox"/> Savings. <input type="checkbox"/>	Amt. to Deposit: _____
Bank 3 Name: _____	Address: _____
Bank Routing Number: _____	Acct # _____
Checking. <input type="checkbox"/> Savings. <input type="checkbox"/>	Amt. to Deposit: _____

RETURN THIS FORM WITH A VOIDED CHECK FOR EACH CHECKING ACCOUNT AND/OR YOUR BANK'S DIRECT DEPOSIT FORM FOR EACH ACCOUNT TO THE PAYROLL OFFICE. WITHOUT THESE YOUR REQUEST WILL NOT BE PROCESSED.