CITY OF LAGUNA BEACH
DIRECT DEPOSIT AUTHORIZATION FORM

- If you want your pay deposited to a checking account you must **STAPLE** a voided check to this form. Print "VOID" across the front of the check.
- If the deposit will be to a savings account, contact your financial institution to obtain the routing and account number and complete the box at the bottom.
- Sign this form and forward it to the Finance Department.
- It may take up to 2 to 4 weeks to implement direct deposit or make a change to your financial institution or account number.

This is a : New Request Change Accounts Stop Direct

I hereby authorize the City of Laguna Beach to initiate deposits to my (check one):

Checking Account Savings Account

each payday and, if necessary, to reverse a deposit for any payroll entry made to my account in error.

_____
Name of Employee's Bank, Savings and Loan, or Credit Union

_____
City State

This authority is to remain in force until I revoke it by giving 10 days prior written notice to payroll or upon termination of my employment. By signing below, I acknowledge that I have read the City's policy on direct deposit and agree to conform with its provisions.

_____
Employee's Signature Date

_____
Employee's Name (Please Print) Social Security Number

_____
Employee's Department or Division Work Phone

THIS PART IS FOR SAVINGS ACCOUNTS ONLY

_____
Routing Number

_____
Account Number