

Menlo Park Fire Protection District

Direct Deposit Form

Instructions

To begin the automatic payroll deposit service, simply fill out the attached authorization form and return it to your payroll department along with a **blank, voided check** from the account(s) you designate for the deposit.

Automatic Payroll Deposit Options:

Net Pay Deposits

Net pay deposits are calculated after all taxes and other deductions are taken. Check the *Full net pay* box for this option.

Partial Deposits

Check the *Partial amount* box and enter the amount you wish to deposit. Partial deposits can be made to any checking or savings account.

Multiple Deposits

To establish multiple deposits, complete an authorization form for each transaction. For example, to deposit \$100 to one savings account, \$150 to another savings account, and the remaining net pay to your checking account, please complete three authorization forms.

Signature

The authorization is only valid with your signature. If a second signature is required to withdraw funds from your account, that signature is also required on the authorization form.

Authorization Form

I authorize my employer to initiate credit entries (deposits and/or debit-entries and adjustments to correct any previous credits which may have been posted in error to my account) This authorization is to remain in full effect until I notify my employer in writing to cancel this authorization, allowing my employer a reasonable opportunity to act upon it.

(Please print or type)

Employer Information

Employer Name _____

Financial Institution

Institution Name _____ Phone (____) _____

Type of Set-Up

New Account

Change Direct Deposit

Cancel Direct Deposit

Account Information

Type of Account (check one) Checking Savings Account # _____

Deposit Instructions

Type of Deposit (check one) Full Net Pay Partial Amount \$ _____

Authorization

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____

(Second signature, if required)

***IMPORTANT: THIS FORM IS NOT COMPLETE UNTIL YOU ATTACH A VOIDED CHECK**