



Finance Department – Payroll

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF PAYROLL CHECK**

I hereby authorize the City of Modesto to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to my account listed below. I also authorize the Financial Institution named below to credit and debit the same entries to such account.

FINANCIAL INSTITUTION NAME _____ TRANSIT/ABA No. * _____ ACCOUNT NUMBER _____

LOCATION _____ TYPE OF ACCOUNT _____
_____Checking _____Savings

* Nine digit number (usually the first 9 digits) at the bottom of a check. If not sure, please check with your Financial Institution. Transit/ABA No. and Account Number must be exact.

This authorization shall remain in full force and effect until the City of Modesto has received written notification from me of its termination is such time and in such manner as to afford the City of Modesto and the Financial Institution a reasonable opportunity to act on it.

Name (please print)

Social Security Number

Signature

Date

NOTE: A VOIDED BLANK CHECK OR A PRINTOUT/LETTER FROM THE FINANCIAL INSTITUTION MUST BE ATTACHED TO VALIDATE ACCOUNT INTO

****IT TAKES TWO PAY PERIODS BEFORE THIS GOES INTO EFFECT – THE FIRST PAYPERIOD A PRENOTE IS ISSUED TO VALIDATE THE ACCOUNT. THE SECOND PAY PERIOD IT WILL BE DEPOSITED IN THE ACCOUNT LISTED ABOVE.**