

**EMPLOYEE'S AUTHORIZATION FOR
DIRECT DEPOSIT OF PAYROLL**

I authorize the City of Orange – Payroll division and the financial institution listed below to deposit my net pay automatically to my **Checking Account** **Savings Account** each payday and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I have cancelled it in writing and in such time as to afford the City of Orange – Payroll division a reasonable opportunity to act on it. This is a **New Request** or a **Change** to my existing information on file.

Please attach a voided check or savings deposit slip and return form to Payroll.

Date

Name

Financial Institution

Account Number

Signature

