

City of Palo Alto

Direct Deposit Form

To set up your Direct Deposit, simply fill out this form and send it to Payroll. Please attach a voided check for each checking account – **not a deposit slip**. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that your payroll check is deposited correctly.

Below is a sample check detailing the necessary information you will need to obtain to complete this form.

Memo _____ : 0 1 2 3 4 5 6 7 8 : 0 1 2 3 4 5 6 7 8 9 8 8 8 8	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Check # This number matches the number in the upper right corner of the check – not needed for sign-up </div>
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Routing/Transit # (A 9-digit number always between these two marks) </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Checking Account # </div>

Important! Please read and sign before completing and submitting this form.

I hereby authorize my employer, the City of Palo Alto, (hereinafter the "City") to deposit any amounts owed me by initiating credit entries to my account(s) at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by the City to my accounts. In the event the City deposits funds erroneously into my account, I authorize the City to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the City and Bank have received written notice from me of its termination in such time and in such manner as to afford the City and Bank reasonable opportunity to act on it.

Employee Number: _____

Employee Name (print): _____

Social Security # _____ - _____ - _____

Employee Signature: _____

Date: _____

New Direct Deposit Information

A primary direct deposit account is necessary to set up your direct deposit. The primary direct deposit account (#1) will always be the net amount of your paycheck; less any deposits indicated in Accounts #2 and #3. Direct deposit account #2 and #3 should have a specific dollar amount.

Primary Account	<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Stop
Bank Name/City/State: _____			
Routing/Transit #: _____	Account Number: _____		
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	I wish to deposit the net amount to my primary account.		

Secondary Account	<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Stop
Bank Name/City/State: _____			
Routing/Transit #: _____	Account Number: _____		
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	I wish to deposit: \$ _____		
	Change Amount to: \$ _____		

Third Account	<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Stop
Bank Name/City/State: _____			
Routing/Transit #: _____	Account Number: _____		
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	I wish to deposit: \$ _____		
	Change Amount to: \$ _____		