

Prenote on PD: _____

DirDep on PD: _____

CITY OF PASADENA ELECTRONIC PAYROLL DIRECT DEPOSIT SIGN-UP FORM

Sign up for electronic deposit of your payroll check by taking the following 3 steps:

Step #1: Complete the following form (PLEASE PRINT)

I, hereby, authorize **CITY OF PASADENA** to initiate deposits (credits) and/or corrections to the previous credits to the financial institution indicated. The financial institution is authorized to credit and/or correct the amounts to my account. This authority is to remain in full force and effect until either I revoke it by giving 10 days prior written notice to the company designated above, or, in the case of payroll deposits, upon termination of my employment with such employer.

Employee Signature _____ Date _____ Daytime Phone # _____

Employee Name (PLEASE PRINT) _____ Social Security No. (last 4 digits only) Department _____

*Do you have an existing direct deposit account already set up with the City of Pasadena? Yes No

START CANCEL CHANGE FROM CHANGE TO

<p>Financial Institution (Bank, S&L, Credit Union) _____</p> <p>City _____ State _____</p> <p>\$ _____ to Checking__ Savings __ Acct#: _____</p> <p>\$ _____ to Checking__ Savings __ Acct#: _____</p> <p>\$ _____ to Checking__ Savings __ Acct#: _____</p>	<p>Financial Institution (Bank, S&L, Credit Union) _____</p> <p>City _____ State _____</p> <p>\$ _____ to Checking__ Savings __ Acct#: _____</p> <p>\$ _____ to Checking__ Savings __ Acct#: _____</p> <p>\$ _____ to Checking__ Savings __ Acct#: _____</p>
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Step #2: Attach a voided check of your account from your financial institution. The check has information needed to deposit funds directly into the account of your choice.

Note: All new acct #s are subject to prenote (to ensure that the acct #s and routing #s are valid).
PLEASE ALLOW 1- 2 PAYDAYS FOR PROCESSING

PLEASE TAPE YOUR VOIDED CHECK HERE

Step #3: Please submit the completed form **personally** to the Payroll Division (City Hall / 4th Floor Rm 402) **for your own security.**