



PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM



Primary Account
Complete Section (A)

Secondary Account*
Complete Section (B)

EMPLOYEE NAME: _____ EMP. ID # _____
Last Name, First Name

PHONE: _____ EMPLOYEE DEPT. /DIVISION: _____

(A) PRIMARY DIRECT DEPOSIT (NET PAY)

Bank Name: _____

Routing Number: _____

Account Number: _____

Type of Account

CHECKING:

SAVINGS:

NEW ACCOUNT CHANGE ACCOUNT CANCEL ACCOUNT

(B) SECONDARY DIRECT DEPOSIT*
*Available only if a Primary Account is Currently Active

Bank Name: _____

Routing Number: _____

Account Number: _____

Type of Account

CHECKING:

SAVINGS:

Must Select an Amount

DOLLAR AMT: _____

PERCENTAGE: _____

NEW ACCOUNT CHANGE ACCOUNT CHANGE AMOUNT ONLY CANCEL ACCOUNT

Attach a voided check, bank documentation or bank direct deposit form from your bank HERE.

The Direct Deposit Form WILL NOT be processed without required documentation.

Routing No. Acct. No.

Please allow up to 30 Days for the Direct Deposit(s) to become effective.

YOU WILL RECEIVE A PAY CHECK BY MAIL, UNTIL THE ABOVE CHANGES ARE PROCESSED.

Please update your mailing address on Employee Online to avoid delays in receiving your payroll check(s).

I hereby authorize the City of Riverside to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above via electronic transfer of funds, and (2) my financial institution to credit and/or debit the same to my account. This authorization will remain in effect until canceled in writing. A new authorization must be completed if I change my account, close my account, or change financial institutions. Should any problem occur with the direct deposit process, I authorize the City of Riverside to cancel the electronic transfer and issue a paycheck to me.

Signature _____ Date _____

Please return this completed form in person, or in a sealed envelope to:

If you have any questions regarding this form:
Please contact the Payroll Department at 951-826-5838

City of Riverside
Attn: Finance/Payroll (6th Floor)
3900 Main Street
Riverside, CA 92522