CITY OF DELTONA

Department of Finance & Internal Services

Memo

To: Employees

From: Payroll

Re: Direct Deposit

The City is committed to Payroll Direct Deposit as the most efficient method of paying all its employees. Direct Deposit allows the City to pay employees in the most dependable manner available, while reducing overall payroll costs. The goal is to achieve a 100% participation level which will allow the City to eliminate the slower and more costly paper check system. In an effort to come closer to reaching that goal, the City is increasing the number of Direct Deposit accounts from two to three.

If you would like to participate in the City's Direct Deposit program, or already participate but would like to increase the number of accounts, use the enclosed Direct Payroll Deposit Authorization form to sign up or make changes. Attach a voided check to the form for each bank or credit union. In order to make Direct Deposit both efficient and as cost effective as possible, we will permit changes to the allocation of your pay no more frequently than quarterly. 100% of your check must be Direct Deposit in order to participate in this program.

Please note, financial institutions are required to make Direct Deposits available for cash withdrawal at the opening of business on the day they are settled, meaning your cash may not be available until payday depending on where you bank.

If you have any questions, please contact the City's payroll department for assistance.

City of Deltona
Direct Payroll Deposit Authorization

New ☐ **Change** ☐ **Cancel** ☐

Please note: Official documentation with your routing & account number listed to verify your account must be attached in order to process your request (Ex. Voided check or official direct deposit authorization from your financial institution). Please attach your documentation to this form or call Human Resources if you have additional questions.

Employee Information:

Name _____ **Employee No.** _____

Banking Information:

Bank 1 Name _____

Personal Account No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Account Type ☐ **Checking** ☐ **Savings**

Amount _____ ☐ **Entire Amount**
(If there is an amount here you must complete Bank 3 for the remainder)

Bank 2 Name _____

Personal Account No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Account Type ☐ **Checking** ☐ **Savings** **Amount** _____
(If there is an amount here you must complete Bank 3 for the remainder)

Bank 3 Name _____

Personal Account No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Account Type ☐ **Checking** ☐ **Savings**

☐ **Remaining to this account**

I would like to receive my direct deposit advice: ☐ **via City e-mail** ☐ **via paper copy**

NOTE: If you are using only one account, please fill out Bank 1 information only. If you are using 2 accounts, please fill out Bank 1 and Bank 3 information only. If you are using 3 accounts, please fill out Bank 1, Bank 2 and Bank 3 information.

I hereby authorize the City of Deltona to deposit my net pay in the amount and account(s) listed above. In the event of an overpayment, I hereby authorize the City to initiate correcting adjustments as necessary. I waive all rights against the receiving institution for these adjustments. This authority is to remain in effect until the City has received a revised Direct Deposit Authorization form from me requesting a change or termination. I understand that any changes to this Direct Deposit Authorization request by me may not be effective until the third pay period following receipt of my request due to Automated Clearing House (ACH) rules.

PLEASE NOTE: If (for any reason) a direct deposit is not made, a check will be issued under normal payroll procedures. Please verify that a direct deposit is made each pay period.

Signature _____ **Date**_____

For Payroll Use Only

Bank 1 ABA ☐☐☐☐☐☐☐☐☐

Bank 2 ABA ☐☐☐☐☐☐☐☐☐

Bank 3 ABA ☐☐☐☐☐☐☐☐☐