CITY OF JACKSONVILLE BEACH

Authorization for Payroll Direct Deposit

Employee Name	Employee ID #	Department

*Attach the required documentation for New accounts: Checking Account: Voided check or documentation from financial institution. Savings Account: Documentation from financial institution.

NOTE: The accounts must be entered in priority sequence. The account(s) where a partial amount of your pay is to be deposited must be entered first, followed by the account where the balance of the pay is to be deposited.

Financial Institution: ______________________ Account Type:
Routing # ______________________ Checking ____
Account # ______________________ Savings ____
Amount or Percentage ____________ New Account Yes No

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Routing # ______________________ Checking ____
Account # ______________________ Savings ____
Amount or Percentage ____________ New Account Yes No

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Routing # ______________________ Checking ____
Account # ______________________ Savings ____
Amount or Percentage ____________ New Account Yes No

Authorization Agreement

I hereby authorize the City of Jacksonville Beach and the financial institution to initiate electronic credit entries, debit entries or adjustments for credit entries in error to my account(s).

The Authorization form must be received in Human Resources four (4) weeks prior to the effective payroll date. This allows the first payroll to send a test to the new bank.

You may direct deposit to your checking and/or savings account only. This may be in state or out of state.

You may deposit a percentage (%) or dollar ($) amount of your check to any bank(s) and receive the balance on a regular payroll check, or you may have 100% of your net pay deposited.

Before you close your bank account, you need to notify Human Resources, otherwise your funds will continue to be direct deposited.

The City of Jacksonville Beach will make all reasonable efforts to ensure that funds are deposited by 5:00 p.m. on the payroll date; however, bank holidays, other unusual circumstances, and/or payroll related problems may prevent this from occurring. In the even that funds are not deposited by 5:00 p.m. on the payroll date, they will be deposited on the next business day following the payroll date or the bank holiday.

Employee Signature ______________________ **Date** ____________

Office Use Only:	Change Only: ______	PR Date change: ______	By: ______
PR Date Prenoted:		PR Date Verification:	By: