

CITY OF NEW PORT RICHEY DIRECT DEPOSIT AUTHORIZATION FORM

BANK ACCOUNT # 1 (1ST PRIORITY)

Bank Name: _____
 Address: _____
 City/State/Zip: _____
 Routing Number: _____
 Account Number: _____
 Type: Checking Savings
 Amount: \$ _____ or Percentage % _____

BANK ACCOUNT # 3 (3RD PRIORITY)

Bank Name: _____
 Address: _____
 City/State/Zip: _____
 Routing Number: _____
 Account Number: _____
 Type: Checking Savings
 Amount: \$ _____ or Percentage % _____

BANK ACCOUNT # 2 (2ND PRIORITY)

Bank Name: _____
 Address: _____
 City/State/Zip: _____
 Routing Number: _____
 Account Number: _____
 Type: Checking Savings
 Amount: \$ _____ or Percentage % _____

If you want the entire amount of your check Direct Deposited, please select distribution by percentage and make sure the percentage for any number of accounts total 100%.
 I (we) hereby authorize the City of New Port Richey to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking and/or Savings account indicated above and the bank(s) named above, to credit and/or debit the same to such account. This authority is to remain in full force and effect until the City has received written notification from me (or either of us) of its termination in such time and in such manner as to afford City and Bank reasonable opportunity to act on it.

****ATTACH A VOIDED CHECK FOR EACH ACCOUNT****

EMPLOYEE: _____
 Signature _____ Print Name _____
 Social Security Number _____

SPOUSE: _____
 Signature _____ Print Name _____
 Social Security Number _____

DATE: ____/____/____

DIRECT DEPOSIT

You may authorize *full*, *partial*, or *combination* direct deposit to either checking or savings accounts. If you are interested in direct deposit to a checking account, please check “checking” on the form and staple a voided check (not a starter check) to the form. If you are interested in direct deposit to a savings account, please check “savings” on the form and staple a voided deposit slip (savings) to the form.

Here are a few examples of which employees may select:

Option (1)	Full Deposit to Checking.	Mark “Checking” and “100%”.
Option (2)	Partial Deposit to Checking with remainder to employee in paycheck form.	Mark “Checking” and dollar amount you want deposited each pay.
Option (3)	Partial Deposit to Savings with remainder to employee in paycheck form.	Mark “Savings” and dollar amount you want deposited each pay.
Option (4)	Combination of Accounts – Partial deposit to savings, and remaining net pay to checking.	Bank 1) Mark “savings” and dollar amount. Bank 2) Mark “checking” and “100%”.
Option (5)	Combination of Accounts - partial deposit to savings, partial deposit to checking, with remainder to employee in paycheck form.	Bank 1) Mark “savings” and dollar amount. Bank 2) Mark “checking” and dollar amount.

Why should I consider direct deposit?

There are many advantages to direct deposit:

- Eliminate or reduce time spent going to bank (s)
- You get paid even if you are sick on payday
- You get paid even when you are away on vacation. Your funds are automatically credited to your account.

Will my particular bank work?

YES ---- Virtually all banks, savings banks, savings and loans, and credit unions will accommodate direct deposit of your paycheck.

When will my funds be available?

Funds will be available in your checking/savings account on the same day payroll checks go out (Thursday). In the event that a holiday falls on a Monday of a pay week, your direct deposit funds may not be available until Friday, which would be one day later than usual. You should be aware of this as you consider the option of direct deposit.