ELECTRONIC DIRECT DEPOSIT

You have the option to have your paycheck automatically deposited in your checking or savings account on payday. You don't have to change your present banking relationship to take advantage of this service as long as you already have an account.

Direct Deposit will help you in many ways.

- Save trips to your financial institution.
- Save time depositing your checks − no waiting in long lines on payday.
- ∠ Deposit your money faster reducing the possibility of overdrafts.
- Deposit your money, even if you are on vacation, sick or away on business.

Here's how Direct Deposit works:

4. Be sure to sign the form!

On payday, you'll receive an earnings statement which shows gross pay, taxes, other deductions, and net pay. The net pay will be deposited in your account. The amount of the deposit will appear on your bank statement. We believe you'll like the convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient, and easy.

Please Note: Payday is Friday, unless specifically superseded by policy or labor contract due to holidays. Funds will be electronically transferred on Fridays, not Thursday.

The authorization form below gives (the Employer) and your financial institution the authority to deposit your pay to your account. Simply complete the form to take advantage of Direct Deposit.

- 1. Mark the account-type box to indicate whether your pay should be deposited to your checking or savings account. You can have up to 3 accounts (1 form completed per account, please.)
- 2. Fill in your name, name and location of your financial institution, and the date.
- 3. If depositing to a checking account, attach a voided check for verification of all financial institution information. If depositing to a savings account, a bank card from your bank with the bank's routing # & your account # must be provided. NO DEPOSIT SLIPS WILL BE ACCEPTED!!
- Employee's Authorization Please fill out and return to the Finance Department. I authorize my employer, City of Marshfield, and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries which were incompletely funded by my employer or for any credit entries otherwise in error to my: ? savings account \$? checking account each payday. (If you checked the savings box, insert a dollar amount on the line, if

not depositing entire check in savings)

balance of your check to go into checking or another. This authority will remain in effect, until I cancel it is	ner savings account.)
Financial Institution	Date
Branch	Name (Please Print)
City, State	Signature
Transit/Routing (ABA) Number	
Account Number of Financial Institution	

Account Number at Financial Institution