

Authorization for direct deposit and paystub delivery

CITY OF MARSHALLTOWN, IOWA

☐ Initial Information

☐ Change

Direct Deposit of your earnings can be made to any financial institution or combination of different institutions. One direct deposit form is required for each account or banking institution.

I authorize the City of Marshalltown to deposit all payments including: biweekly earnings, any payments/reimbursements, or any other outstanding payments, directly to the following financial institution:

NAME OF BANK

AMOUNT TO BE DEPOSITED: _____ ENTIRE AMOUNT OR \$ _____ AMOUNT

☐ FOR DEPOSIT TO A **CHECKING** ACCOUNT: Attach a voided blank check or a photocopy of a check - **DO NOT ATTACH A DEPOSIT SLIP.**

☐ FOR DEPOSIT TO A **SAVINGS** ACCOUNT: Attach a bank document showing the ABA routing and account number

I understand because it usually takes 2 working days to run a test deposit through the banking system that the first actual direct deposit of my earnings may not occur with the next payroll cycle.

I also understand that the City will provide direct deposit verification to me on the regular payment day and that the funds will generally be deposited on or before noon on the regular payment day. Because of differences in financial institutions' regulations the City cannot guarantee when a financial institution will make the funds available to me.

This authorization is valid until canceled by written notification.

Printed Name: _____

Signature: _____

Date: _____

Routing #:

Account #

Verify Account #

Our payroll system has the option for you to have your paystub emailed to you, rather than receiving a printed copy each pay period. The paystub is password protected.

How would you like to receive your pay stub?

☐ Print off a copy myself (instructions will be provided)

☐ Emailed to _____
(please print legibly)

☐ Paper copy