

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: _____

Employee Number: _____ Date: _____

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

How to Retrieve your Paystub in ESS

Log in to ESS at <https://ess.tyler-incode.com/marshalltownia/>.

Home My Information **History** Time Entries Leave Requests Control Panel

Employee Access
tion

- Pay History Summary
- Pay History
- Leave History
- W-2 History

In ESS, click on History.
From the pull-down menu select Pay History.

Pay History Summary

Pay History

Leave History

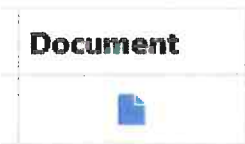
W-2 History

Pay History

Year 2023

Employee History Report

Payment Date	Pay Period	Type	Payment #	Gross Pay	Deductions	Taxes	Net Pay	Status	Document
05/25/2023	05/07/2023 - 05/20/2023	Regular							



Find the pay date you are wanting to print a stub for and click on the blue Document.

Your pay stub will open in a new window for you to view or print.