

City of Bowling Green

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

EMPLOYEE NAME: _____

Authorization Agreement

I hereby authorize the City of Bowling Green to initiate automatic deposits to my account at the financial institution(s) named below. I also authorize the City of Bowling Green to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold the City of Bowling Green responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution(s) or due to an error on the part of my financial institution(s) in depositing funds to my account.

This agreement will remain in effect until the City of Bowling Green receives a written notice of cancellation from me or my financial institution(s), or until I submit a new direct deposit form to the Payroll Department.

Direct Deposit Information

If you wish to have your paycheck deposited into multiple accounts, please take the following steps. List your primary account first, this will be the account your net balance will default to. You may then list the other accounts you wish to use. You must provide an amount you want deposited into the remaining accounts. Example: \$50 into one account and \$100 into the other. The amount that is left after those two amounts are deposited will default to your primary account.

Account Information

Primary Institution

Name of Financial Institution: _____

Routing Number: _____ Checking Savings

Account Number: _____
.....

Name of Financial Institution: _____

Routing Number: _____ Checking Savings

Account Number: _____ Amount: _____
.....

Name of Financial Institution: _____

Routing Number: _____ Checking Savings

Account Number: _____ Amount: _____

Signature

Authorized Signature: _____ Date: _____

IF YOU ARE CHANGING BANK ACCOUNTS, A PAPERCHECK WILL BE ISSUED IN THE FOLLOWING PAYROLL THAT WILL NEED TO BE PICKED UP BY YOUR DEPARTMENTAL POE

ALL ACCOUNTS PAYABLE REIMBURSEMENTS WILL BE DEPOSITED INTO THE PRIMARY BANKING INSTITUTION LISTED

Please attach a void check or deposit slip for each financial institution listed above and return this form to the Payroll Department