

Check the box that explains the appropriate action.

New Change

City of Pontiac Payroll Direct Deposit Authorization

I _____, authorize the City of Pontiac, to deposit my pay according to the options and financial institutions that I have elected below. I also authorize the City of Pontiac, if necessary, to initiate debit and/or adjustment entries to the accounts at the financial institutions listed below for any credit entries transmitted in error. This authorization for the deposit of pay shall remain in full force and effect until the City of Pontiac has received written notification from me of its termination.

Email Address to receive pay stub: _____ @ _____.
(Please print)

Directions: If you have one account to receive your net pay complete option 2. If you would like your net pay deposited into multiple accounts, complete BOTH option 1 and option 2.

Option 1: Deduct \$_____ from my pay and deposit into:

Name of Bank: _____

Account Number: _____

Routing Number: _____

Account Type (Please Circle One): Checking Savings

Deduct \$_____ from my pay and deposit into:

Name of Bank: _____

Account Number: _____

Routing Number: _____

Account Type (Please Circle One): Checking Savings

Option 2:

Deposit my entire net pay or remaining to:

Name of Bank: _____

Account Number: _____

Routing Number: _____

Account Type (Please Circle One): Checking Savings

Signature

Date