

Culver CITY

PERSONNEL DEPARTMENT

Have Your Paycheck Electronically Deposited

- It is fast, convenient and easy.
- You have immediate use of your funds at your bank.

To Insure the Accuracy of Your Direct Deposit Remember the Following

- Attach a voided personal check to insure Personnel enters accurate account information.
- If you do not have a personal check, call your bank to make sure the routing number and account number you give us are correct for electronic filing.
- Make sure the form is signed.

Direct Deposit Authorization Form

I authorize the City of Culver City and the financial institution name(s) below to deposit my net pay to my account(s) as indicated below. This includes my authorization to the City of Culver City to reverse any deposits made to my account in error. This authorization will remain in effect until either I or my financial institution gives written notice to the City of Culver City to cancel my direct deposit.

Employee Name: _____

Employee Signature: _____ Date: _____

Bank Information for First (Net) Account:

Add Account Change Account Cancel Account

Bank Name: _____ Account Type: Checking Savings

Account #: _____ Routing #: _____

Deposit Amount (please write "net" if only one account or for all remaining funds if more than one account): \$ _____

Bank Information for Second Account:

Add Account Change Account Cancel Account

Bank Name: _____ Account Type: Checking Savings

Account #: _____ Routing #: _____

Deposit Amount: \$ _____

Bank Information for Third Account:

Add Account Change Account Cancel Account

Bank Name: _____ Account Type: Checking Savings

Account #: _____ Routing #: _____

Deposit Amount: \$ _____