

About Our Payroll Direct Deposit Program . . .

Q. Can I deposit my pay into my personal financial institution?

A. With your authorization we will deposit your payroll earnings into the financial institution of your choice.

Q. How will I know the amount of the deposit?

A. We will provide you a copy of your payroll earnings each payday. Your deposit will also show on your bank statement.

Q. Can I deposit my earnings into more than one financial institution?

A. Yes.

Q. Can I deposit the same amount into one account and have my overtime or extra earnings deposited into another?

A. Yes. Your extra earnings can be deposited into any account at the financial institution of your choice.

Q. How do I sign up?

A. It's easy. Simply complete the following authorization form and return it to your human resources manager.

City of Gaylord

Authorization Agreement for Automatic Payroll Deposits

Employee Information			
Your Name (as it appears on your bank account):			
Financial Institution Information			
Financial Institution Name:			
Routing #:	Address:		
Account #:	Account is <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Deposit Amount: \$		(Indicate "NET" to deposit your entire paycheck.)	
Additional Deposit Accounts			
Financial Institution Name & Routing #	Account Number	Checking or Savings?	Deposit Amount
→ Please attach a copy of a check or deposit slip for each account listed above. ←			
Authorization			
I hereby authorize the City of Gaylord to deposit my payroll earnings into the account(s) listed above and if necessary, debit entries or adjustments for any deposits made in error to my (our) account. This authority is to remain in full force and effect until the City in such a manner as to afford reasonable time to act on it has received written notice from me.			
Signature:		Date:	