

INSTRUCTIONS FOR FILLING OUT CITY OF KENOSHA AGREEMENT AUTHORIZATION FOR PAYROLL DIRECT DEPOSIT

This form gives authorization by the employee for the City of Kenosha to deposit the employee's entire payroll amount into the specified bank account. The entire amount must be deposited.

Please follow the steps below when completing the Authorization Agreement form.

A. In the box titled Choose Only One:

1. Mark whether you want the amount deposited in a checking account **OR** a savings account.
2. In the field, "Depository Name", print the name of the bank to which the deposit should go.
3. In the field "Address", print the address of the bank. This is important to know because some banks have different routing numbers by location. This will ensure that the correct routing number is used.
4. To complete the "Depository's Transit Routing Numbers" and "Account Number" look at the bottom of one of your bank checks. The numbers encoded on the bottom have three sections separated by computer dashes. The first section is the depository transit routing number. Write these numbers in the blanks under "Depository's Transit Routing Numbers". The second section on the bottom of the check is your bank account number. Write this number in the blank "Account Number". The third section is the check number. Disregard this number.
5. If using a savings account obtain transit routing number from your financial institution and the account number from your savings account statement.
6. If you have any questions about this section, please call your bank to get the correct routing number and account number.

B. At the bottom of the Authorization Agreement form, read the statement, which authorizes the City to also debit your account if an incorrect amount is deposited. Print your name and then sign and date it. The second name should be completed and signed by the other account holder if it is a joint account.

C. Attach a voided check or top section of savings account statement to the form so that payroll can verify the routing number and account number.

D. Return the form to the Finance Department. A test will be run that deposits a zero amount to the accounts authorized on your form to ensure accuracy. Upon institution of Direct Deposit, your entire pay amount will be deposited as requested on your form and you will be provided with a Direct Deposit statement which resembles your current check stub.

E. It is the employee's responsibility to inform payroll of changes to their financial institution or account. Failure to inform payroll will cause a delay of timely deposit. You must submit a new direct deposit form with the correct information as soon as a change is made and before closing account currently used for direct deposit.

Read instructions before
filling out reverse side

