

**CITY OF THE COLONY
AUTHORIZATION FOR DIRECT DEPOSIT**

Direct Deposit allows the City of The Colony to electronically deposit your paycheck into your account automatically on payday. It is a safe, efficient, and convenient way to get paid. You can designate up to five different financial institutions or accounts, and you will still receive a pay stub on the regular payday. Simply complete the following authorization, **attach a voided check for each account or a letter from your financial institution**, and return it to the Human Resources Department.

Add Stop Change Same (Circle One)
1. Name of Financial Institution: _____
Routing No: _____ Account No: _____ **Checking Savings**
Flat Amount: \$ _____ or Percent: _____% (Circle one)

Add Stop Change Same (Circle One)
2. Name of Financial Institution: _____
Routing No: _____ Account No: _____ **Checking Savings**
Flat Amount: \$ _____ or Percent: _____% (Circle one)

Add Stop Change Same (Circle One)
3. Name of Financial Institution: _____
Routing No: _____ Account No: _____ **Checking Savings**
Flat Amount: \$ _____ or Percent: _____% (Circle one)

Add Stop Change Same (Circle One)
4. Name of Financial Institution: _____
Routing No: _____ Account No: _____ **Checking Savings**
Flat Amount: \$ _____ or Percent: _____% (Circle one)

Add Stop Change Same (Circle One)
5. Name of Financial Institution: _____
Routing No: _____ Account No: _____ **Checking Savings**
Flat Amount: \$ _____ or Percent: _____% (Circle one)

I authorize the City of The Colony to initiate credit entries and, if errors occur, I authorize correcting entries to my account as indicated above.

Name (Please Print): _____

Social Security No: _____ Department: _____

Signature: _____ Date: _____

Notify the Payroll Department immediately if you change financial institutions or close accounts.