VILLAGE OF PALMETTO BAY

DIRECT DEPOSIT AUTHORIZATION FORM

Instructions: please complete this form for direct deposits of your paycheck into your designated financial institution(s). You may elect to deposit funds into more than one account. Print clearly and attach a voided check or deposit slip (for savings accounts) to this form.

Please submit this request to the Human Resources Department. Direct deposit requests may take up to one full pay cycle to become effective. To avoid a lapse in the direct deposit service, you must notify the Human Resources Department immediately upon any changes in the information provided on this form.

SECTION 1. EMPLOYEE INFORMATION

Employee Name: _____ **Employee No.:** _____

Department: _____ **E-mail Address**:** _____

**A notification of the deposit will be sent to the email address that you provide above and a copy of your pay stub will be attached to the email. *To open the attachment, you will need to enter the last 4 digits of your social security number, which is your password.*

SECTION 2. FINANCIAL INSTITUTION INFORMATION

Financial Institution (primary account):

Routing No.:	**Account No.:**

Account Type (select one): ☐ Checking ☐ Savings Amount to be deposited: $

Direct Deposit Action Requested (select one) ☐ Start ☐ Change

Financial Institution (secondary account):

Routing No.:	**Account No.:**

Account Type (select one): ☐ Checking ☐ Savings Amount to be deposited: $

Direct Deposit Action Requested (select one) ☐ Start ☐ Change

SECTION 3. ACKNOWLEDGMENT AND AUTHORIZATION

In lieu of issuing a paycheck directly to me each payday, I hereby authorize the Village of Palmetto Bay ("the Village") to automatically deposit the net proceeds and/or a fixed amount as indicated above from said wages directly to the bank account(s), which I maintain at the financial institution(s) listed on this Direct Deposit Authorization Form.

If any deposits are made to my account to which I am not entitled, for any reason, I hereby authorize and direct said financial institution to refund the same to the Village, upon the request of the Village, and charge the amount refunded to my account. I also authorize the Village to make adjustments from future paychecks and/or initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account as designated herein.

Further, I agree not to hold the Village responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution.

Employee Printed Name: _____ **Employee Signature:** _____ **Date:** _____

CANCELLATION OF DIRECT DEPOSIT REQUEST

I hereby request the **cancellation** of my Direct Deposit Request and authorize the Village of Palmetto Bay to immediately stop the direct deposit(s) to my primary and secondary bank accounts, as applicable, under the account information provided in Section 2 above.

Employee Printed Name: _____ **Employee Signature:** _____ **Date:** _____

FOR INTERNAL USE ONLY

Primary Account		Secondary Account	
Active Date:	End Date:	Active Date:	End Date:
Human Resources Processor:		Date Entered:	

Updated January 2015