

### Direct Deposit Authorization

I hereby authorize the City of Watertown to deposit funds by electronic transfer to the account number and financial institution listed below and acknowledge that origination of ACH transactions to my account must comply with the provisions of US law. This authority is to remain in full force until the City of Watertown receives written notification of its termination.

**EMPLOYEE INFORMATION:**

Name:	Department:
Phone Number:	Select One: <input type="checkbox"/> NEW REQUEST <input type="checkbox"/> CHANGE ACCOUNT

**PRIMARY ACCOUNT INFORMATION:**

Financial Institution Name:												
Select Amount: <input type="checkbox"/> NET PAY <input type="checkbox"/> FLAT AMOUNT \$ _____	Select Account Type: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <small>(voided check required)</small>											
Routing Number (First nine digits along bottom of check):	Account Number:											
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> </tr> </table>												

**SECONDARY ACCOUNT INFORMATION:**

Financial Institution Name:												
Select Amount: <input type="checkbox"/> NET PAY <input type="checkbox"/> FLAT AMOUNT \$ _____	Select Account Type: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <small>(voided check required)</small>											
Routing Number (First nine digits along bottom of check):	Account Number:											
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> </tr> </table>												

Payroll will be deposited scheduled pay dates (every other Tuesday). If a pay date falls on a City or banking holiday, funds will be deposited the business day prior to such pay date. Stubs containing payroll data including hours paid and deductions will be distributed on the deposit date. If you do not receive a pay stub, please contact the Clerk/Treasurer's office.

*I understand and acknowledge:*

- 1) I hereby authorize the City of Watertown to deposit earned payroll funds to the account and financial institution listed above.
- 2) I hereby certify that the account listed belongs to me and that I have access to funds in the account. I understand it is my responsibility to verify a deposit was made to my account prior to making withdrawals against such funds.
- 3) If I select a new bank or change/close the account listed above, I must complete a new authorization form. Changes must be reported to the Clerk/Treasurer's office at least one week prior to the pay date for the change to take effect.
- 4) I understand that if amounts to which I am not entitled are deposited into my account, I authorize the City of Watertown to direct my financial institution to return the funds, upon proper notice to me.
- 5) This authorization shall remain in full effect until the City of Watertown Clerk/Treasurer's office has received written notification of its termination from me. Terminations or changes must be received at least one week prior to a pay date to take effect.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_