



DIRECT DEPOSIT ENROLLMENT/CHANGE FORM

Instructions:

- 1) Complete form in entirety
- 2) Attach verification of financial institution & account. Acceptable verification is:
 - A voided check/photocopy of check; printout of bank statement; or letter from financial institution WITH
 - Your name, your account number and your bank's routing number imprinted on the document
 - DEPOSIT SLIPS CANNOT BE ACCEPTED
- 3) Deposits may be routed to different accounts (i.e. – divided between checking and savings)
- 4) Deposits cannot be made to a third party account
- 5) Read additional information noted in the authorization statement
- 6) Return to Human Resources for processing

Check one of the following:
 Start Stop Change
Effective date:
 First available pay date Future pay date (specify) ____/____/____

Last Name	First Name	MI	Employee Number
Address	City	State	Zip
Contact Number	E-mail Address: <i>Direct Deposits advices will be delivered via email only. Please enter the email address to which you would like your Direct Deposit advice sent. A personal email address is recommended.</i>		

Name of Financial Institution	
ABA Bank Routing Number (must be 9 digits)	Account Number (not including check number)
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount or Percent per Pay Period (i.e. 100% to checking or \$100 to savings)

I authorize the City of Gulfport (the City) to directly deposit my payroll funds in the financial institution listed above. I understand that it may take up to 5 days for Payroll to process this request and that my first paycheck may not be deposited. I will verify processing with my financial institution by reviewing my earnings statement and emailed direct deposit advice.

I understand that if funds that I am not entitled are deposited in my account, then the City will initiate a correcting (debit) entry.

I acknowledge that this authorization may be rejected or discontinued by the City at any time.

If any of the above information changes, I understand that it is my responsibility to complete a new enrollment/change form.

If making a change, I understand that if the direct deposit is not stopped before closing an account, the funds will be returned to the City for distribution, and will result in a delayed check.

Employee Signature

Date