

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

City of San Angelo

I hereby authorize the City of San Angelo, hereinafter called CITY, to initiate credit entries to my () checking () savings account (select one) indicated below at the depository financial institution named below, hereinafter called the Depository, and to credit the same to such account.

Depository Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number* _____ Account Number _____

Checking: Voided Check Only (Deposit Slips will not be acceptable) **Savings:** Something with Routing# & Account#

This authorization is to remain in full force until CITY has received written notification from me of its termination time and in such a manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it. OR upon termination/retirement for final check.

Employee Complete Name _____
(Please print clearly)

AUTHORIZATION RECEIVED IN FINANCE BY THE 8TH WILL ALLOW DIRECT DEPOSIT ON THE MONTH END PAYROLL. AUTHORIZATION RECEIVED IN FINANCE BY THE 22ND WILL ALLOW DIRECT DEPOSIT ON THE 15TH PAYROLL.

Note: If you decide to cancel direct deposit, do not close your checking/savin account until after you have canceled your direct deposit through the Finance Department.

Date: _____ Signature _____

NOTE: This authorization may be revoked only by notifying the originator in the manner specified in the authorization.

CANCEL DIRECT DEPOSIT

City of San Angelo

I hereby authorize the City of San Angelo (CITY) to discontinue direct deposit to my () checking () savings account at the financial institution named below:

Financial Institution _____ Branch _____

City _____ State _____ Zip _____

Routing Number* _____ Account Number _____

Employee Complete Name _____
(Please print clearly)

Date _____ Signature _____

Note: Cancellations received in Finance by the 8th will receive a regular check on the 15th payroll; Cancellations received in Finance by the 22nd will receive a regular check at the end of the month.

Note: Please do not close your checking/savings account until you have filled out a cancellation form through the Finance Department. Also note that any cancellation forms received after the above dates will not be processed until after the next payroll.