

**CITY OF KAUKAUNA
DIRECT DEPOSIT**

City paychecks are automatically deposited in your checking or savings account on payday. You will not need to change your present banking relationship to accommodate direct deposit with the City.

Here's how Direct Deposit works:

The net pay will be deposited in your account. The amount of the deposit will appear on your bank statement. Direct Deposit is safe, convenient, and easy. Every employee will need to complete the authorization form (attached below) **no later than one week before your first payday.**

The authorization form below gives the City and your financial institution the authority to deposit your pay to your account.

1. Mark the account-type box to indicate whether your pay should be deposited to your checking or savings account.
2. Fill in your name, name and location of your financial institution, and the date.
3. Attach a voided check (for checking accounts), voided deposit form (for savings accounts) or a photocopy of either for verification of all financial institution information.
4. If you are unable to provide the documentation requested in Item No. 3 above, please contact Denise Vanderloop in the Human Resources Department.
5. Be sure to sign the form!

Employee's Authorization – *(Please fill out and return to the Human Resources Department.)*

I authorize my employer, City of Kaukauna, and the financial institution listed below to initiate electronic credit entries. If necessary, I also authorize debit entries and adjustments for any credit entries which were incompletely funded by my employer or for any credit entries otherwise in error to my checking or savings account each payday.

I authorize my employer, City of Kaukauna, to withhold from my payroll any amounts appropriate in City of Kaukauna's discretion for property belonging to the City of Kaukauna which has not been returned to the City of Kaukauna within two weeks of a request to me in writing to return such property.

This authority will remain in effect until I change it in writing. Written authorization to change your account number must be submitted to the Human Resources Department one week prior to payday.

No Change from previous year's information. Change As Soon as Possible For the payroll dated ___/___/_____

Financial Institution

Date

Branch

Name (Please Print)

City, State

Signature

Transit/Routing (ABA) Number

Account Number at Financial Institution

Checking Account
 Savings Account