

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS
(ACH CREDITS)**

Employee Name: _____ **Department:** _____

☐ **New Enrollment**

☐ **Change**

I hereby authorize the City of Elmhurst to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries posted in error to my account(s) indicated below and the Financial Institution(s) named below to credit and/or debit the same to such account.

For each account, please attach to this authorization form a voided check for checking accounts, or a voided deposit slip for savings accounts.

New Account? ☐Yes ☐No Name of Financial Institution: _____
Address of Branch: _____
City: _____ State: _____ Zip: _____
Account Type (check only one): ☐ Checking ☐ Savings New Amount or Percentage? ☐Yes ☐No
ABA#: _____ Account Number: _____
Priority: _____ Amount: _____ or Percentage: _____

New Account? ☐Yes ☐No Name of Financial Institution: _____
Address of Branch: _____
City: _____ State: _____ Zip: _____
Account Type (check only one): ☐ Checking ☐ Savings New Amount or Percentage? ☐Yes ☐No
ABA#: _____ Account Number: _____
Priority: _____ Amount: _____ or Percentage: _____

New Account? ☐Yes ☐No Name of Financial Institution: _____
Address of Branch: _____
City: _____ State: _____ Zip: _____
Account Type (check only one): ☐ Checking ☐ Savings New Amount or Percentage? ☐Yes ☐No
ABA#: _____ Account Number: _____
Priority: _____ Amount: _____ or Percentage: _____

New Account? ☐Yes ☐No Name of Financial Institution: _____
Address of Branch: _____
City: _____ State: _____ Zip: _____
Account Type (check only one): ☐ Checking ☐ Savings New Amount or Percentage? ☐Yes ☐No
ABA#: _____ Account Number: _____
Priority: _____ Amount: _____ or Percentage: _____

This authority is to remain in full force and effect until the City of Elmhurst has received written notice of termination in such time and in such manner as to afford the City and Financial Institution(s) a reasonable opportunity to act on it.

Employee Name (print): _____

Signed: _____ **Date:** _____

DIRECT DEPOSIT GUIDELINES

Your entire paycheck must be deposited if you choose direct deposit. You may direct your deposit into only checking or savings accounts. You may split your deposit into more than one account and the accounts may be at different banks.

Employees assign a priority to every account they want money deposited into. The priority indicates the order in which money is taken from their paycheck and disbursed to their various bank accounts. The payroll system begins with priority 1 and continues until the full paycheck is disbursed to the various accounts. **The final priority must always be 100%.**

Example 1: Jim is paid \$350 every pay period. He deposits \$50 every pay period into his savings account and 100% of the remainder (\$300) into his checking account. The savings account is priority 1 and the checking account is priority 2.

Example 2: Jim is paid \$350 every pay period. He deposits \$50 every pay period into his regular savings account, 20% of the remainder ($\$300 \times 20\% = \60) into a second savings account, and 100% of the remainder ($\$350 - \$50 - \$60 = \240) to his checking account. The first savings account is priority 1, the second savings account is priority 2 and the checking account is priority 3. The final priority must always be 100%.

In order to help ensure correct account information, please provide documentation from your financial institution(s) to verify the account and routing information on the authorization agreement, or attach a voided check for each checking account and a voided deposit slip for each savings account you wish to use for direct deposit.

After receiving the completed authorization form, Finance will perform a \$0 pre-note of the new account(s) to ensure the information entered is correct. If there are no errors, the actual direct deposit of your paycheck will take place the following payroll. You will be notified if any errors are encountered.

The City does not issue early or advance paychecks. Direct deposit allows for the deposit of your paycheck into your account(s) whether or not you are at work on payday. The funds are available for your use on payday. If you are not at work on payday, you must have direct deposit or come in and pick up your check to receive your funds.

In the sample check to the right, the ABA# is 071000013, the account # 2130012345678.

Jim's Checking Account	4966
_____	Date
Pay to the Order of _____	\$ _____ Dollars
First National Bank of Chicago Chicago, IL 60670	
For: _____	2130012345678 4966
:071000013:	