

**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: _____

When you add a new account, payroll needs to run a "pre-note" or "trial run" during the first pay period. During the "pre-note", your paycheck can NOT be deposited into the new account since payroll needs to be certain the routing number, account number and name on the account matches with your bank's information. Please indicate how you want your paycheck during the "pre-note":

- Issue a live check during the "pre-note".**
- Deposit my paycheck into the old account(s) during the "pre-note".**

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

Direct deposit is a safe and reliable method of automatically depositing your paycheck. Your paycheck will be deposited safely into your account – even when you are sick or on vacation. The funds are available for your use on payday – you no longer have to wait for a check to clear. You may get increased interest if you direct your funds into interest bearing accounts because the funds are in your account on payday. Your privacy is ensured. Only authorized transactions can be made against your account. Direct deposit does not enable the City to gain access to information about your accounts.

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 5 different accounts. If you need more than 5 accounts, please contact Peg Oresanin, Accounting Manager in the Finance Department at 630-530-3109. Your accounts may be at different banks. If you hold more than one position and receive two paychecks, you may use direct deposit for one or both paychecks. The direct deposit accounts from your second position may be different accounts from your first position.

The City will only deposit funds to the credit union via direct deposit. Credit union participants must enroll in direct deposit or make other arrangements to deposit money into their credit union accounts.

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 ($\$300 \times 20\% = \60) into his money market savings account, and 100% of the remainder ($\$350 - \$50 - \$60 = \240) to his checking account. The savings account is priority 1, the money market 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, either have your financial institution(s) complete the account information on the authorization agreement or attach a voided check for each checking account or a voided deposit slip for each savings account you wish to use for direct deposit.

You may start direct deposit at any time. The authorization agreement must be submitted to payroll by the Friday before payday. A direct deposit test, which is called a prenote, is then performed for that payroll. **No money is deposited to your account(s) during the test.** If there are no errors during the test, the actual direct deposit of your paycheck will take place the following payroll. The payroll area will notify you if there are any delays.

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
Pay to the	_____
Order of _____	\$ _____
	_____ Dollars
First National Bank of Chicago	
Chicago, IL 60670	
For: _____	_____
:071000013:	2130012345678 4966

EEOC Race - Ethnic Categories Form - revised 2017(Optional)

NAME (PRINT) _____

DEPARTMENT _____

The City of Elmhurst is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City of Elmhurst invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Please check the category that best matches your race/ethnic heritage as required by the EEOC.

A	Hispanic or Latino	
C	White (not hispanic or latino)	
D	Black	
E	Asian	
F	Native Hawaiian or Other Pacific	
G	American Indian or Alaska Native	
H	Two or more races	

SIGNATURE _____ DATE _____

Ethnic Categories Defined:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: A person having origins in any of the black racial groups of Africa.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Elmhurst Public Library Employee Emergency Notification Form

Employee Name: _____

Address: _____

Home Number: _____

Cell Number: _____

Additional Work Number: _____

Home Email: _____

Primary Contact Person:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Secondary Contact Person:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Employee Signature: _____

Date: _____