



# The City of Roanoke Rapids

## DIRECT DEPOSIT OF PAYROLL



Direct deposit is a service in which your payroll funds are sent electronically to the financial institution of your choice. The funds will be credited to your account on your scheduled payday. Since payroll direct deposit is considered a cash deposit by the bank, there will be no hold on your funds. This means that you can cash a check, write checks, or make a withdrawal at your bank's automatic teller machine (ATM) on payday. We will continue to provide you with information on the amount of your net pay, along with any deductions and withholdings made from your pay. In addition, you will see the deposit amount and date of deposit reflected on your next bank statement.

You will **enjoy several advantages:**

- Fast – earnings are available in your bank account on payday!
- Safe and secure – 24/7 access to your pay, avoid any lost, stolen, or delay of paper check.
- Environmentally friendly – support "go green" sustainability efforts (save paper, printing, postage, and fuel charges)
- Convenient – save trips to go to bank/ATM and waiting in lines to cash or deposit checks and your deposit can be split between checking and savings accounts.

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

Company Name: City of Roanoke Rapids

Company ID Number: 56-6001319

*I hereby authorize The City of Roanoke Rapids, hereinafter called COMPANY to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depositor named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.*

**1<sup>ST</sup> DEPOSITORY (Bank)**

100% \_\_\_\_\_ or NET \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_ (\*No E-Trade)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transit/ABA No: \_\_\_\_\_ Account# \_\_\_\_\_ +

**2<sup>ND</sup> DEPOSITORY (Bank) (If applicable)**

FLAT \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_ (\*No E-Trade)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transit/ABA No: \_\_\_\_\_ Account# \_\_\_\_\_

*This authority is to remain in full force and effect until the COMPANY has received written notification from me of its termination in such time and in such a manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.*

Name(s) \_\_\_\_\_ SS# \_\_\_\_\_

Date: \_\_\_\_\_ Signed X \_\_\_\_\_

**(A LETTER FROM YOUR BANK SHOWING YOUR ACCOUNT AND ROUTING NUMBER OR VOIDED CHECK MUST BE ATTACHED FOR EACH ACCOUNT)**

**\*\*NOTE: Your first paycheck following this change will be by PAPER CHECK. Once your account information is verified by our bank your Direct Deposit will begin.**

*A copy of this form will be retained in the Employee's Personnel and Payroll File*