

HOW TO COMPLETE YOUR DIRECT DEPOSIT AUTHORIZATION FORM

This form must be completed when enrolling, changing or canceling a direct deposit enrollment. **Please print clearly and use black ink.** Inaccurate or incomplete applications will be returned.

TYPE OF ACTION

Check the action you are requesting. A cancelled check with preprinted name and bank account information or a recent savings account statement with pre-printed name must be submitted.

If a change in enrollment is required, indicate the type of change by checking the appropriate selection.

EMPLOYEE INFORMATION

Check the appropriate payroll bank number. EFT enrollment is payroll bank specific. If you are dually employed and would like both checks to be direct deposited to your account, you must submit an EFT enrollment application for each payroll bank you are paid from.

Print your last name, first name and middle initial as it appears on your paycheck.

Print your social security number.

Print your work telephone number.

ACCOUNT INFORMATION

Print your last name, first name and middle initial as it appears on your paycheck. Include trustee or Joint Owners of the account.

For Change requests, print the new account information. For Cancellation requests, leave this section blank and go to the CANCEL AUTHORIZATION portion of the application.

ABA NUMBER

Print the first nine (9) digits of numbers appearing at the bottom of your check if you are requesting deposit into your checking account. Refer to "How to read the bank and account numbers from your check" that is attached. If the employee is using a credit union checking account, they must ask the credit union for the correct ABA number for direct deposits. The ABA number printed on the employee's check may not be the correct ABA number for direct deposits. ABA numbers do not appear on savings accounts. This number can be obtained from your bank branch.

NOTE: To ensure proper Bank routing due to mergers, please confirm with your bank the correct ABA number for direct deposit purposes.

ACCOUNT NUMBER

Print the account number as it appears on the check if you are depositing into a checking or on the bank statement if you are depositing to a savings account.

ACCOUNT TYPE

Savings if you want your check directly deposited to your savings account.

Checking if you want your check directly deposited to your checking account.

For Money Market accounts, please verify with your financial institution the appropriate account type for Direct Deposit.

EMPLOYEE AUTHORIZATION

This section must be signed for enrollment or change requests. Sign and Date this section. This authorizes the direct deposit of your check to the requested type of account. This authorization will remain in effect until you provide your agency with a written cancellation of direct deposit or until the onset of a leave of absence or termination.

NOTE: The name appearing on your bank account and the name you use at work can be different; however, your name must appear in some form on the bank account. It is **IMPORTANT that you sign your name in the employee authorization area as it appears on your bank account.**

For Example: A married employee who works under a maiden name but banks under a married name can have net pay directly deposited into his/her bank account. When completing the enrollment form the employee would list the name under which they work in the Employee Name Area. In the area for Name on Bank Account, the employee should list the name exactly as it appears on Bank Account. In the Employee Authorization area, the employee should sign the name under which they BANK (the name that appears on the bank account).

CANCELLATION OF ENROLLMENT

This section must be signed if canceling direct deposit. This authorizes the City of New York to cancel your direct deposit authorization agreement.

AGENCY PAYROLL SECTION

This section is to be completed only by the Office of Administrative/Support Payrolls Staff.