

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



NAME: CITY OF VERO BEACH
ID NUMBER: 59-6000445

OFFICE USE ONLY
ADD / DELETE / CHANGE
PRENOTE CHECK DATE: _____ LIVE CHECK DATE: _____
INTERNAL BANK #: _____

I (we) hereby authorize the City of Vero Beach, hereinafter called CITY, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) checking or savings account indicated below and the financial institution named below, to debit and/or credit the same to such account.

Please use a separate form for each account you open, change or delete.

FINANCIAL INSTITUTION: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP: _____

TRANSIT/ABA/ROUTING #: _____ ACCOUNT #: _____
9 DIGITS

AMOUNT \$ _____ -OR- ALL OF PAYCHECK _____ 100%

PLEASE CHECK ONE:

FOR DEPOSIT TO YOUR **CHECKING**
ACCOUNT (ATTACH A VOIDED CHECK)

FOR DEPOSIT TO YOUR **SAVINGS**
ACCOUNT (ATTACH A PRINTED DEPOSIT SLIP)

This authority is to remain in full force until CITY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford CITY and the financial institution named above reasonable opportunity to act on it.

NAME OF EMPLOYEE: _____ EMPLOYEE ID #: _____
PLEASE PRINT

****BOTH SIGNATURES ARE REQUIRED FOR ACCOUNTS IN JOINT NAMES.***

DATE: _____ SIGNED: _____

DATE: _____ *SIGNED: _____

SEND TO: Melissa Krugs-Remole – Accounting Department – Extension 4722

DIRECT DEPOSIT

This packet includes the instructions and the form you will need to complete if you are interested in direct deposit.

Explanation of program

Direct deposit is voluntary. You may continue to receive a paycheck if you prefer.

You may designate more than one account or bank if desired.

You will still receive an earnings statement each payday.

Direct deposit will be available to all regular full-time and permanent part-time employees. You may begin, change or stop participation at any time. The City does not intend to place any restrictions on such transactions, but it is expected that there will not be frequent changes. Participating financial institutions are not limited to Vero Beach or Indian River County. Any financial institution with an ABA number (bank routing ID number) can be included.

Completing the Authorization Agreement(s)

The first paragraph on the "Authorization Agreement" is your authorization to make deposits to your account or, if necessary, make corrections due to clerical error on your paycheck.

Complete the spaces that apply to your financial institution. Call your financial institution if you do not know the "Transit/ABA/Routing" number or your "Account" number.

To deposit your entire pay in one account, draw a circle around the "All of Paycheck" line. Otherwise, enter a dollar amount on the "Amount \$" line.

To deposit in more than one account, you must complete a separate authorization form for each account. Also, when stopping or making changes a separate form must be filled out for each account.

To deposit a portion of your pay to one account and to receive the remainder as a paycheck, you need to complete only one authorization form for that specified amount.

A "voided" check must be attached for all checking accounts. A "deposit slip" or other form showing the account number must be attached for savings accounts. (A printed form from your bank that includes the ABA # of the bank and your account number will also be accepted.) Remember that use of direct deposit is voluntary. You may start, stop or change at any time. It will take two pay periods to effect any changes to your pay account. Those two pay periods will be needed by the City and the banks to process the forms.

If you have any questions, please call Melissa Remole at Ext. 4722.