Direct Deposit

Now you have the option to have your paycheck automatically deposited in your checking or savings account on payday. You don't have to change your present banking relationship to take advantage of this service as long as you already have an account.

Direct Deposit will help you in many ways:

- ✓ Save trips to your financial institution.
- ✓ Save time depositing your checks – no waiting in long lines on payday.
- ✓ Eliminate the possibility of lost, stolen, or forged or destroyed checks.
- ✓ Deposit you money faster – reducing the possibility of overdrafts.
- ✓ Deposit you money, even if you are on vacation, sick or away on business.

Here's how Direct Deposit works:

On payday you'll receive an earnings statement which shows gross pay, taxes other deductions, an dnet pay. The net pay will be deposited in your account. The amount of the deposit will appear on your bank statement. We believe you'll like the convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient and easy. To take advantage of this service, please complete the attached authorization form and return it to the payroll department.

The authorization form below gives The City of Yreka and your financial institution the authority to deposit your pay to your account. Simply complete the form to take advantage of Direct Deposit.

1. Mark the account-type box to indicate whether your pay should be deposited to your checking or savings account.
2. Fill in your name, name and location of your financial institution, and the date.
3. Attach a voided check for verification of all financial institution information. If you're unable to attach a voided check, please have your bank fill in your transit/routing number and account number.
4. Be sure to sign the form!

Employee's Authorization – Please fill out and return to the Payroll Department.

I authorize my employer, The City of Yreka, and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit otherwise in error to my

☐ Checking Account or ☐ Savings Account each payday.

This authority will remain in effect, until I cancel it in writing.

Financial Institution	Date
Branch	Name (Please Print)
City, State	Signature

Transit/Routing (ABA) Number

Checking Account Number at Financial Institution

Savings Account Number at Financial Institution