

**CITY OF KETTERING
DIRECT DEPOSIT OF PAYROLL**

General Info:

- You may direct deposit your net pay to any account classified as a checking or savings account.
- You may distribute your net pay to a maximum of five separate accounts. One account must be your "net pay" account ("everything remaining"); other account allocations must be flat dollar amounts (NO "% of net pay"). Please use one form for each account.
- **Please forward this entire form directly to Rhonda South in the Finance Department. Please contact Rhonda at 296-2403 with any questions regarding direct deposit.**

!!!!!!!!!!!!!!!!!!!! IMPORTANT REQUIREMENT !!!!!!!!!!!!!!!!!!!!!

A VOIDED CHECK, DEPOSIT SLIP(savings only), or your Financial Institution's written verification of the routing number and your account number **MUST BE ATTACHED TO THIS FORM TO BEGIN DIRECT DEPOSIT OF YOUR PAYROLL.** If you are stopping or changing the amount on an existing direct deposit account, no attachment is necessary.

AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

For payroll purposes only, I hereby authorize the City of Kettering to initiate credit (deposit) entries and, if necessary, debit entries for adjustments of any credit made in error to my account(s) as described below:

Financial Institution Name: _____

Financial Institution's 9 digit routing number: _____

ACCOUNT NUMBER: _____ **Checking** ___ **Savings** ___

_____ **DEPOSIT NET PAY PER PAY PERIOD**

_____ **DEPOSIT \$** _____ **Per Pay Period**
if separate "net pay" account is set up (see info at top of form)

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

NAME: _____
(Please print)

DEPT: _____ **SIGNATURE:** _____ **DATE:** _____

FINANCE DEPARTMENT USE ONLY:

EMPLOYEE NUMBER _____ EFFECTIVE DATE _____ PP