

CITY OF KETTERING
DIRECT DEPOSIT OF PAYROLL

DIRECT DEPOSIT OF NET PAY IS MANDATORY

- You may direct deposit your net pay to any account classified as a checking or savings account.
- IN ADDITION to completion of the authorization below, YOU MUST ATTACH DOCUMENTATION THAT VERIFIES THE ROUTING NUMBER AND ACCOUNT NUMBER YOU PUT ON THIS FORM.
 - o A voided check is best for checking accounts.
 - o For savings (or "checking without checks") accounts, your financial institution can provide you with a form letter verifying all the information needed for direct deposit.

YOUR DIRECT DEPOSIT AUTHORIZATION WILL NOT BE PROCESSED WITHOUT THE ABOVE DOCUMENTATION AND FULL COMPLETION OF THE AUTHORIZATION FORM. Your net pay will not be paid to you until this authorization is processed.

NEW HIRES AND REHIRS: Please submit your authorization to HUMAN RESOURCES (or your Department if so advised) with other required employment forms.

EXISTING EMPLOYEES: Please submit direct deposit changes to:

RHONDA SOUTH - FINANCE DEPARTMENT - 937-296-2403

FORMS may be FAXED TO: 937-296-3390

FORMS may be Scanned and Emailed to: rhonda.south@ketteringoh.org

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**
for additional allocations only; must also have "net pay" account

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.

PRINT NAME: _____ **PHONE:** _____

SIGNATURE: _____ **DATE:** _____ **Dept:** _____

FINANCE DEPARTMENT USE ONLY:

EMPLOYEE ID: _____ **EFFECTIVE DATE** _____ **PP**