

PAYROLL DIRECT DEPOSIT INFORMATION

What is Direct Deposit?

Direct Deposit is a system which permits money to be transferred from one point to another without the use of paper checks. The system makes it possible for the City to deposit an employee's net pay directly into his/her checking and/or savings account every pay period. Funds will be available for withdrawal at the start of business each pay date. By utilizing this option you will not have to spend time waiting in long bank lines, no longer have to make special arrangements if you are sick or on vacation on payday and there is also no danger of your check being lost or stolen.

Is every employee eligible to have Direct Deposit?

Yes, as long as the employee banks with a member of the Automated Clearing House (ACH). Most banks, saving and loan institutions, and some credit unions are members.

What options are available with the Direct Deposit system?

- *Have all your net pay deposited into your checking account
- *Have all your net pay deposited into your savings account
- *Have a portion of your check deposited into your savings account and the balance into your checking account or vice versa
- *Have a portion of your check deposited into one account at one institution and the balance into another account at a different institution

Is Direct Deposit mandatory?

Yes. Direct became mandatory effective January 1, 2011.

May I change my Direct Deposit account any time I want?

Yes, just notify the Payroll Department by completing another authorization form stating you wish to change the Direct Deposit.

How long before my Direct Deposit goes into effect?

Once the Payroll Department has received the completed authorization form it will take two (2) pay periods to activate the direct deposit option for you.

Employees must provide a voided check or letter from their financial institution that verifies their account number and routing number.

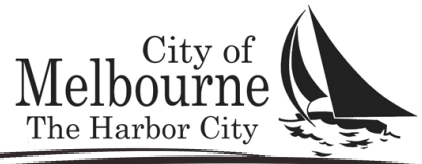
ACCOUNTS PAYABLE DIRECT DEPOSIT INFORMATION

All reimbursements (i.e. travel/meals, shoe allowance, umpire/scorekeeper/officiating, et.) will deposit directly into this account.

Elect only ONE Financial Institution/account. Entire deposit will be deposited into this account.

Financial Services Department

Phone : (321) 608-7010 | Fax: (321) 608-7048



Authorization Agreement for Automatic Deposit of Pay

I HEREBY AUTHORIZE MY EMPLOYER, CITY OF MELBOURNE, TO INITIATE CREDIT OR DEBIT ENTRIES OR CORRECTIONS TO THE ACCOUNT(S) AND THE FINANCIAL INSTITUTION(S) NAMED BELOW.

ALSO CITY REIMBURSEMENTS (I.E. TRAVEL/MEALS, ALLOWANCES, ETC) ARE AUTHORIZED.

THIS IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL THE CITY OF MELBOURNE HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD THE CITY A REASONABLE OPPORTUNITY TO ACT ON IT. I HAVE PROVIDED A VOIDED CHECK OR LETTER FROM MY FINANCIAL INSTITUTION THAT INCLUDES MY FULL ACCOUNT NUMBER AND ROUTING NUMBER TO VERIFY THE INFORMATION BELOW.

NAME (PRINT) _____ EMPLOYEE ID# _____

SIGNATURE _____ DATE _____

PAYROLL DIRECT DEPOSIT

(Multiple deposits allowed)

NEW CHANGE INACTIVATE

CHECKING SAVINGS Financial Institution Name: _____

Routing Number _____ Account Number _____

Deposit amount: \$ _____ (Write "net pay" if you want the full net pay amount deposited into this account.)

ADDITIONAL ACCOUNT

(Payroll Direct Deposit)

NEW CHANGE INACTIVATE

CHECKING SAVINGS Financial Institution Name: _____

Routing Number _____ Account Number _____

Deposit amount: \$ _____ (Write "net pay" if you want the full net pay amount deposited into this account.)

ACCOUNTS PAYABLE DIRECT DEPOSIT

(One financial institution)

NEW CHANGE INACTIVATE

CHECKING SAVINGS Financial Institution Name: _____

Routing Number _____ Account Number _____

For Accounts Payable deposits ONLY If you want to be notified of deposit, print email address here: _____

FOR CITY OF MELBOURNE PAYROLL USE ONLY

DATE OF PRENOTE

DATE OF 2ND PRENOTE

DATE OF ACTUAL

REASON FOR 2ND PRENOTE: _____