

# Authorization for Direct Deposit

Name (signature) \_\_\_\_\_ DATE \_\_\_\_\_

This authorizes City of Pass Christian to deposit my wages directly into my bank account as follows:

Name of Bank \_\_\_\_\_ deposit total (or balance) 

<input type="checkbox"/> Checking
<input type="checkbox"/> Saving

  
Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Name of Bank \_\_\_\_\_ deposit \$ \_\_\_\_\_ 

<input type="checkbox"/> Checking
<input type="checkbox"/> Saving

  
Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Name of Bank \_\_\_\_\_ deposit \$ \_\_\_\_\_ 

<input type="checkbox"/> Checking
<input type="checkbox"/> Saving

  
Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Direct deposit notifications can now be sent via email as part of the payroll process. The direct deposit advice will be emailed to the address provided by the employee on the Wednesday or Thursday of the payroll week. In order to view the email the recipient will be required to input the last four numbers of their social security number.

If you wish to sign up for the email notifications, please complete the information below, sign, date and return to the payroll office. If you do not sign up, you will continue to receive the paper copy.

I, \_\_\_\_\_, employee of Pass Christian wish to receive my direct deposit

(Written Name)

notification via email at the following email address: \_\_\_\_\_.

This authorization may be cancelled once I have provided a written request to the payroll department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date