



City of Gardena

Electronic Direct Deposit Authorization

EMPLOYEE INSTRUCTIONS

To enroll in Direct Deposit or add an account, complete this form and attach one of the following:

- voided check
- bank letter or specification sheet
- deposit slip (only if "ACH R/T" appears)
- other bank document from your financial institution

The document will be used to verify the information. Submit form and documents to Payroll in Finance Department.

TYPE OF CHANGE: ☐ New Account ☐ Amount Change ☐ Close Account

REQUIRED EMPLOYEE INFORMATION

Employee Name: _____

Last 4 digits of Social Security Number: _____

Department / Division: _____

Telephone Number / Extension: _____

Email Address: _____

I understand that new accounts will require one test payroll prior to taking effect. I will receive a regular check on the test payroll. After the test payroll, (if all Routing and Account Numbers are correct) an electronic direct deposit slip will be emailed as evidence of payment. By signing this form, I consent to having my direct deposit pay slips delivered to me electronically. I acknowledge the City of Gardena is not responsible for the employee information transmitted via the Internet, the security of a privately owned email address, or retrieval of personal information on a public computer.

I authorize the City of Gardena to deposit my wages as I have indicated below. I acknowledge that it is my responsibility to immediately notify Payroll of any changes to my account and/or bank

Employee Signature

Date

DISTRIBUTION OF NET PAY

	Fixed Amount or %	Checking/ Savings	Account Number	Routing/Transit Number	Bank Name
	<i>example</i>		<i>example</i>	<i>example</i>	<i>example</i>
	\$200	S	111222333	333444555	Wells Fargo
	Remainder	C	555666777	777888999	Bank of America
*** Deposits will be made in order listed ***					
1					
2					
3					
4					
*** Special Pays will be deposited to account selected as 100% or Remainder ***					

OFFICE USE ONLY

Employee Number: _____

Date Entered: _____

Date of Test Payroll: _____

Payroll Number: _____

For additional information, please contact Payroll at (310) 217-9622

revised 3/11/15