



# DIRECT DEPOSIT FORM

- A) Fill out the sections completely and submit form to [payroll@fairfield.ca.gov](mailto:payroll@fairfield.ca.gov).
- B) **Primary Account:** All initial Direct Deposit requests must have a primary account. The entire net pay amount will be deposited into the primary account.
- C) **Secondary Account(s):** You must have a primary account before you can request funds to be deposited into a secondary account. The secondary account(s) are dollar specific. **Be sure to notate the exact dollar amount to be deposited into secondary account(s).**
- D) Please provide a voided check or account verification letter from the financial institution for all direct deposit accounts.
- E) **You must sign and date the authorization form.**
- F) **YOUR NAME MUST BE LISTED ON THE ACCOUNT(S) RECEIVING THE FUNDS.**

## PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Employee Number: \_\_\_\_\_ Name: \_\_\_\_\_  
 Department: \_\_\_\_\_ Action:  New  Change  Cancel

### PRIMARY ACCOUNT

Bank Name: \_\_\_\_\_  
 Bank Transit Routing #: \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Account Type:  Checking  Savings

### SECONDARY ACCOUNT

Bank Name: \_\_\_\_\_  
 Bank Transit Routing #: \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Account Type:  Checking  Savings  
 Deposit Amount \$ \_\_\_\_\_

I hereby authorize the City of Fairfield to deposit my net pay into my account at the financial institution indicated on the front of this form. The City of Fairfield is authorized to debit my account or adjust any over deposit made to my account. I will not hold my bank liable for any erroneous deposits or adjustments made by the City of Fairfield.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CANCELLATION OF DIRECT DEPOSIT

I hereby authorize the City of Fairfield to cancel my direct deposit to the above named financial institution.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### How long does it take for my direct deposit to take effect?

It will take approximately two or three pay periods for direct deposit to be established.

### Can I have my check deposited into multiple accounts?

Yes, your check can be split into multiple accounts. You would have to fill out an additional form for 3 accounts or more.

### Can I cancel my direct deposit anytime?

Yes, to cancel submit another direct deposit form with the option to cancel current direct deposit.

### Can I change my account at any time?

Yes, to change your Direct Deposit account, complete a new authorization form and submit it to payroll.

Any questions pertaining to Direct Deposit may directed to Payroll at [payroll@fairfield.ca.gov](mailto:payroll@fairfield.ca.gov) or by calling ext. 7499.

### FOR PAYROLL USE ONLY

Processed by: \_\_\_\_\_ Pre-Note Ran on: \_\_\_\_\_