

## DIRECT DEPOSIT AUTHORIZATION

To deposit your pay into multiple accounts, a separate form is required for each account.  
There is a maximum of three accounts.

I AUTHORIZE THE CITY OF NEW HOPE TO DIRECT DEPOSIT MY PAY TO THE FOLLOWING ACCOUNT. I HAVE ATTACHED DOCUMENTATION.

Choose one:

☐ CHECKING

OR

☐ SAVINGS

Choose one:

☐ NET PAY

☐ REMAINDER

☐ \$ \_\_\_\_\_

Per pay period

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Bank Name

PAYROLL WILL USE THE MOST RECENT INFORMATION ON FILE.

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

\_\_\_\_\_  
Date

### ATTACH DOCUMENTATION:

FOR **CHECKING ACCOUNTS**  
ATTACH VOIDED CHECK HERE

OR

FOR **SAVINGS ACCOUNTS**  
ATTACH DIRECT DEPOSIT INSTRUCTION **FORM FROM YOUR BANK**  
WHICH INCLUDES YOUR ACCOUNT NUMBER AND  
THE BANK'S ROUTING NUMBER

**(NO DEPOSIT SLIPS)**