

CITY OF KETTERING
DIRECT DEPOSIT OF PAYROLL

DIRECT DEPOSIT OF NET PAY IS MANDATORY

- You may direct deposit your net pay to any account classified as a checking or savings account. You may deposit to a maximum of five accounts (one "remaining net pay" account and up to four "flat dollar amount per pay" accounts).
- IN ADDITION to the authorization below, YOU MUST ATTACH DOCUMENTATION THAT VERIFIES THE ROUTING NUMBER AND ACCOUNT NUMBER ON YOUR AUTHORIZATION.
 - o A voided check is acceptable for checking accounts.
 - o For savings or checking accounts, your financial institution can provide a form letter to verify your routing and account number.

Your Direct Deposit Authorization WILL NOT BE PROCESSED without the supporting documentation described above and all items completed on the form below.

NEW HIRES and REHIRES: Please submit your authorization to HUMAN RESOURCES (or your Department if so advised) with other required employment forms.

EXISTING EMPLOYEES: Please scan and email, fax, or mail direct deposit forms and supporting documentation to:

RHONDA SOUTH, FINANCE 937-296-2403 rhonda.south@ketteringoh.org
MELISSA SCHULTZ, FINANCE 937-296-2406 melissa.schultz@ketteringoh.org
FAX FORMS TO: 937-296-3390

AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

For payroll purposes only, I hereby authorize the City of Kettering to initiate credit (deposit) entries and, if necessary, debit entries for adjustments of any credit made in error to my account(s) as described below:

Financial Institution Name: _____

Financial Institution's 9 digit routing number: _____

ACCOUNT NUMBER: _____ Checking Savings

DEPOSIT NET PAY PER PAY PERIOD

DEPOSIT \$ _____ Per Pay Period

for additional allocations only; must also have "net pay" account

This authority is to remain in full force and effect until the City of Kettering has received written notification from me of its termination or change in such time, in such manner as to afford the City of Kettering a reasonable opportunity to act on it.

PRINT NAME: _____ PHONE: _____

SIGNATURE: _____ DATE _____ Dept.: _____

FINANCE DEPARTMENT USE ONLY:

EMPLOYEE ID: _____ EFFECTIVE DATE _____ PP