



# Direct Deposit Authorization Form

By enrolling in direct deposit, I understand that my pay will be automatically deposited in the account(s) that I designate below, and I will be able to access my pay data securely via the ePayroll Internet site at <http://www.sfgov.org/paystub>.

staple voided personalized check, bank statement, or letter from bank to form for all new and updated direct deposit accounts

Dept. ID	Employee Name	Employee ID
Last	First	M.I.

### Direct Deposit Authorization

I authorize the financial institution(s) below to electronically deposit my specified payments from the City and County of San Francisco to the specified account. I also authorize the City and County of San Francisco to direct the financial institution(s) below to debit this account before constructive receipt has occurred in the event that an incorrect amount is deposited. This authority will remain in effect until I have filed a change authorization, cancellation, or upon separation from my employment with the City and County of San Francisco unless worker's compensation payments are currently being processed.

I understand that I must submit a new Direct Deposit Authorization form at least two (2) weeks before I close any of the accounts indicated below; otherwise, I may experience a delay of seven (7) business days or more before receiving my pay.

#### NET PAY BALANCE ACCOUNT – This account can only be deleted if all other accounts are deleted.

Staple voided personalized check, bank statement, or letter from bank to form for all new and updated direct deposit accounts.

Financial Institution #1: \_\_\_\_\_

**NEW** Direct Deposit Account   or    **CHANGE** Existing Account   or    **DELETE** This Account

**CHECKING OR SHARE DRAFT ACCOUNT**    **SAVINGS ACCOUNT**

\_\_\_\_\_ 9 digit Transit/ABA #

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

#### FIXED AMOUNT ACCOUNTS – Specify up to 3 in Priority Order (including when changes are made)

Staple voided personalized check, bank statement, or letter from bank to form for all new and updated direct deposit accounts.

Financial Institution #2: \_\_\_\_\_

Fixed amount:  
\$ \_\_\_\_\_ of my net pay

- NEW** Direct Deposit Account
- CHANGE** Existing Account
- DELETE** This Account
- Checking or share draft account**
- Savings account**

\_\_\_\_\_ 9 digit Transit/ABA #

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

Financial Institution #3: \_\_\_\_\_

Fixed amount:  
\$ \_\_\_\_\_ of my net pay

- NEW** Direct Deposit Account
- CHANGE** Existing Account
- DELETE** This Account
- Checking or share draft account**
- Savings account**

\_\_\_\_\_ 9 digit Transit/ABA #

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

Financial Institution #4: \_\_\_\_\_

Fixed amount:  
\$ \_\_\_\_\_ of my net pay

- NEW** Direct Deposit Account
- CHANGE** Existing Account
- DELETE** This Account
- Checking or share draft account**
- Savings account**

\_\_\_\_\_ 9 digit Transit/ABA #

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

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Shift \_\_\_\_\_

CONTROLLER USE ONLY: Operator and Date \_\_\_\_\_