

Direct Deposit Form Instructions

Attached (page 2 of this document) you will find a copy of the direct deposit form which you would need to complete in order to have your biweekly earnings automatically deposited into your checking or savings account. Please complete the form as follows:

Employee Name: This will be your name as it appears on your payroll check.

Employee Number: This is the 6-digit number, which appears in the top portion of your payroll check.

Department: Current department. This means the name of the organization (like Public Works or General Hospital) rather than the section (like Streets or Housekeeping).

Work Phone: This is the number, which we would be able to reach you if there was a question regarding the information you supplied on this form.

Bank Routing Number: This is the first set of numbers, which appears on the bottom of your personal check and is typically 9 digits.

Bank Account Number: The symbol | will precede this second set of numbers, which appears across the bottom of your personal check.

Your signature and date is required on this document. Finally, if you want your earnings deposited into your personal checking account, a voided check will be attached in this section. However, if you have chosen direct deposit into your savings account, please attach a deposit ticket.

After the information has been turned into the Central Payroll Office, the data is entered. When the next biweekly payroll processes, the system will generate a payroll check and a pre-note advisory. Please take a moment and review this advisory for accuracy. If no further changes are needed, with the next payroll run your earnings will be deposited electronically into your account.

Note: you can fill out this form electronically then print and sign it, or print it first and fill it out by hand. If filling out by hand please use ink and print legibly.

The Metropolitan Government of Nashville and Davidson County
Authorization Agreement for Direct Deposit of Payroll

I authorize the Metropolitan Government of Nashville and Davidson County and the financial institution listed below to electronically deposit my pay to the specified account each payday.

Please Print Legibly

Employee Name _____

Employee Number _____

Department _____

Work Phone _____

Bank Transit Routing Number	Bank Account Number	Type of Account (check one)
<input type="text"/>	<input type="text"/>	Checking <input type="checkbox"/>
		Savings <input type="checkbox"/>

If monies to which I am not entitled are deposited in my account, I authorize the Metropolitan Government of Nashville and Davidson County to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or until revoked by me in writing or upon my termination of employment.

Employee Signature

Date

Staple a voided check here for the above account.

If the account does not have checks (savings account or other),
staple a pre-printed deposit ticket here.

Entered by: _____ **Date:** _____

For Payroll Use Only

