



DIRECT DEPOSIT AUTHORIZATION/CHANGE FORM

Effective Date: _____

A Voided Check (NOT a Deposit Slip) or some other documentation of account number and routing number must be attached for EACH new account or this form will not be processed.

EMPLOYEE NAME: _____ EMPLOYEE # _____

DESIGNATION OF ACCOUNT(S) (one account must be designated to receive "net" pay):

(if one account is replacing another, please also list the account that is being replaced with type of change as "terminate account" and be sure to answer the question below)

FINANCIAL INSTITUTION	ACCOUNT NUMBER	ACCOUNT TYPE Checking or Savings	AMOUNT	CHANGE New Acct.* or Change Amt. or Terminate Acct.
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____

***CONTINUE EXISTING ACCOUNT DURING PRENOTE OF NEW ACCT?**

YES NO

(MUST BE ANSWERED IF REPLACING AN ACCOUNT)

(Please call Human Resources or talk to your Payroll Clerk if you need clarification on the above question.)

I authorize the City of Lynchburg to credit automatically the designated amount(s) to my deposit account(s) at the Financial Institution(s) indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize the City of Lynchburg to direct the Financial Institution(s) to return said funds. This Direct Deposit Authorization is to remain in full force and effect until I notify the City of Lynchburg in writing of a change in my Financial Institution(s) or upon termination of my employment so as to afford the City of Lynchburg and Depository reasonable time to act on it.

Employee Signature: _____ Date: _____

Return to Human Resources Department by 5:00 pm on the Friday after pay day.

See Next Two Pages For Frequently Asked Questions

PAYROLL USE ONLY:	Date	Date	Processed	Bank Code:
	Received: _____	Processed: _____	By: _____	1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

DIRECT DEPOSIT FREQUENTLY ASKED QUESTIONS (FAQs)

How long does it take to start or change the direct deposit of my pay?

What is pre-notification (pre-note)?

Can I make changes to my direct deposit?

Can I close an account to which I have direct deposit?

Can I have part of my check go into my savings account and part into my checking account?

How can I find out my checking and/or savings account number?

Can my Direct Deposit be sent to another person's account, such as a spouse or parent?

Who should I call if I have questions about completing the direct deposit form?

How long does it take to start or change the direct deposit of my pay?

It usually takes two - four weeks to start or change Direct Deposit. Sign up is accomplished by completing a "Direct Deposit Authorization Form." Employees should allow time for direct deposit information to be entered by Human Resource into the payroll system before the final payroll cutoff. The City of Lynchburg must verify and test all account information for accuracy. This test is completed using a pre-notification process between the City and your designated financial institution. The pre-notification process will take place during the first payroll after receiving the Direct Deposit Authorization Form. If the pre-notification (pre-note) transmits successfully, payments received thereafter should be direct deposit. If there is a problem with the pre-note, Human Resources will contact the employee. In addition, if the employee does not see that a penny went into their account, he or she should contact Human Resources immediately.

What is pre-notification? (pre-note)

Pre-notification is a process where the Direct Deposit information entered into the City payroll system is verified by electronically transmitting a penny of your pay to your designated financial institution. To allow your financial institution sufficient time to notify the City of Lynchburg of inconsistencies, the **Direct Deposit does not start until the first pay date after successful transmission of the pre-notification.**

How do I make changes to my Direct Deposit?

Submit a new Direct Deposit Authorization Form by the Friday after payday (for the next pay date). Your current instructions will remain in place until the change is complete. **Be sure to indicate if you want the City to continue direct deposit to your current account(s) during the pre-notification of your new account(s).**

Can I close an account to which I have direct deposit?

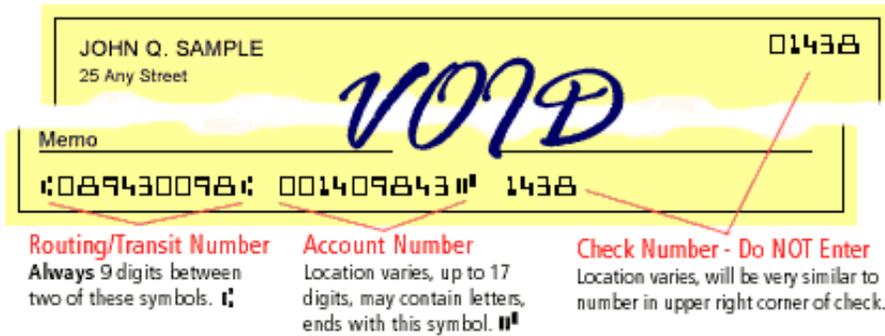
Yes, but first, you must notify Human Resources of your new instructions. You must complete a Direct Deposit Authorization Form with your new bank information. If money is sent to a closed account, Finance must wait for the funds to be returned before issuing you a replacement check. This can take up to four or more banking days.

Can I have part of my check go into my savings account and part into my checking account?

Yes, The City provides employees with the option of more than one active direct deposit accounts at any time. The accounts may be at multiple banks and/or multiple accounts at one bank. You specify a dollar amount for all but one of the accounts and that one (primary) account receives the remaining net pay. If you have only one account, your entire net pay will be deposited in that account.

How can I find out my checking and/or savings account number?

Checking and savings account numbers are normally noted at the bottom of checks and deposit slips along with a nine digit transit number. To ensure accuracy, Human Resources verifies this information by using a voided check for your checking account or a deposit slip for your savings account, or you could contact your bank for assistance. The voided check and/or savings deposit slip must be attached to the enrollment form. **The account and transit numbers should be verified with your financial institution to determine that these are the correct numbers for ACH transactions.**



Can my direct deposit be sent to another person’s account, such as a spouse or parent?

Yes.

Who should I call if I have questions about completing the direct deposit form?

Contact your financial institution if you are unsure of your correct routing number or account number. Direct other questions to Human Resources by calling 455-4200, Monday – Friday from 8:30 AM to 5:00 PM.