## **City of Woodburn Direct Deposit Payroll**

We are pleased to be able to offer you a payday convenience — Direct Deposit Payroll and/or a U.S. Bank Focus Card. Now you can have your paycheck automatically deposited in your checking or savings account on payday; or loaded onto your Focus Card. The voluntary service of Direct Deposit is entirely free. We believe you will like the added convenience of having your salary automatically deposited for you. To take advantage of this service, complete and sign the authorization form and return it to the HR Analyst.

Please know that from your first check, direct deposit or the Focus Card (if selected) will be utilized. What that means is that you need to be absolutely sure the information you are providing is current and accurate to avoid your check mistakenly being deposited into an account other than yours. We require you to provide us with a voided check or routing & account number printout from the bank/credit union so we can be sure to input your account information clearly without errors due to lack of clarity in handwriting. If you select to have your earnings loaded on a Focus Card you will receive your card with the first pay day, and earnings will be put on that card with each subsequent pay day. On pay day you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay that have been deposited in your account or loaded on your Focus Card.

All you need to do is complete the form below. If you are depositing all of your pay to one account, simply fill out the top section and write 100% on the "Percent to Deposit" line. **Please attach voided check(s) to ensure accuracy.** If you want all or some of your paycheck to be loaded on a Focus Card please selection option 3 and complete the information.

Authorization for Automatic Payroll D	eposit:			
I hereby authorize the City of Woodburn (the C	(Employee's Printed Name) adburn (the Company) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any nt(s) indicated below and the depository named below (the DEPOSITORY) to credit and/or debit the entries to			
credit entries in error to my account(s) indicate such account.	d below and the depository named	below (the DEPC	JSITORY) to credit a	and/or debit the entries to
Depository #1- ☐ Checking or ☐ Saving	gs Account			
· · · · · · · · · · · · · · · · · · ·	Percent to Deposit	% or	Balance of Net	: Pay □
Financial Institution				
Branch	City		State	Zip
Transit routing Number:	Account Number:			
:				
Amount to Deposit \$ I  Financial Institution  Branch	Percent to Deposit	% or	Balance of Pay	Zip
Transit routing Number:	Account Number:			
:				
Depository #3 - FOCUS CARD  Amount to Deposit \$	Percent to Deposit	% or	<sup>-</sup> Balance of Pay	· 🗆
This authority is to remain in full force and effer modification in such time and in such manner act on it.	-			
Signature			Date	