



**CITY OF HIDALGO DIRECT DEPOSIT
AUTHORIZATION FORM**

The City of Hidalgo is pleased to offer direct deposit of employee paychecks to the bank(s) and account(s) of your choice. To arrange for direct deposit:

1. Complete the employee portion of this form.
2. Attach a voided personal check and/or a bank document providing account information to this form to verify your account number and bank routing number.
3. Return the completed form to Human Resources Department.
4. Your direct deposit should begin within two pay periods after we receive your complete form.

NOTIFY HUMAN RECOURCES IMMEDIATELY IF YOU CLOSE OR CHANGE BANK ACCOUNT(S)

_____ New Enrollment _____ Cancel Enrollment

I hereby authorize the City of Hidalgo to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository name(s) below, hereinafter called depository, to credit and/or debit the same as such.

NAME: _____
(Please print your name as it appears on your account)

Social Security #: _____ - _____ - _____

Account Type: _____ Checking _____ Savings

Bank: _____ **Telephone #:** (____) _____ - _____

Bank Address: _____

Account #: _____ **Bank Routing #:** _____

Amount to be deposited: _____ **Percentage to be deposited:** _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

The authority is to remain in full force and effect until the city has received written notification from me of its termination in such time and in such manner as to afford the city and depository a reasonable opportunity to act on it.

Received by Human Resources: _____ **DATE:** _____