



City of Omaha

Authorization for Direct Deposit of Pay

I hereby authorize the CITY OF OMAHA to initiate credit/debit entries to the account indicated below, and the DEPOSITORY FINANCIAL INSTITUTION named below to credit/debit that account.

First Name

Last Name

Social Security Number

Please indicate which of the following categories this Direct Deposit Authorization applies:

Current City Employee - Regular Payroll Please indicate your work status: Full Time Part Time/Seasonal

Retired City Employee (or Beneficiary) - Pension Payroll

Retired City Employee - Returning to Work Part Time - Regular Payroll

Do you receive any other payments from the City outside of Payroll (for example, travel)? Yes No

Full Name of Banking Institution

Routing Number of Banking Institution

Your Account Number

Account Type

Checking

Savings

The diagram shows a check from Janet Smith, Palm Harbor, FL, dated 1111. The pay to the order of is blank, and the amount is \$0.00. The memo is blank. The MICR line at the bottom is 112345678901 000123456789 1111. Arrows point from the first 9 digits (1123456789) to the label 'Bank Routing Number' and from the next 10 digits (000123456789) to the label 'Bank Account Number'.

This authority is to remain effective until the CITY OF OMAHA has received written notification from me of its termination in such time and in such manner as to afford the CITY OF OMAHA a reasonable opportunity to act on it. I understand that the CITY OF OMAHA may terminate this agreement upon notification from my bank, in the event of my death, in the case of a garnishment of wages, or when final payment is made upon termination of employment.

Date Signature _____

**A VOIDED CHECK OR LETTER FROM YOUR BANK
AUTHORIZING DIRECT DEPOSIT MUST ACCOMPANY
THIS AGREEMENT FOR VERIFICATION OF BANK
ROUTING NUMBERS AND ACCOUNT NUMBERS.**

Deposit Slips Not Accepted.

You may e-mail this form & your bank verification to payrolladj@cityofomaha.org. You may also mail your forms to:

City of Omaha Payroll Division
Room 1008