



Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize City of Belton to initiate automatic deposits to my account at the financial institution named below. I also authorize City of Belton to make withdrawals from this account in the event that a credit entry is made in error. I agree not to hold City of Belton responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This agreement will remain in effect until City of Belton receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

EMPLOYEE NAME: _____

EMAIL ADDRESS: _____

Account Information

Financial Institution: _____ Priority: _____

Routing Number: _____ % or Amt: _____

Account Number: _____ Checking | Savings

Financial Institution: _____ Priority: _____

Routing Number: _____ % or Amt: _____

Account Number: _____ Checking | Savings

Financial Institution: _____ Priority: _____

Routing Number: _____ % or Amt: _____

Account Number: _____ Checking | Savings

Signature

Employee Signature: _____ Date: _____

Please attach a voided check or bank letter and return this form to the Payroll Department.