How to complete your Direct Deposit Authorization Form

ACCOUNT NUMBER
Print the account number as it appears on the check if you are depositing into a checking account* or on the bank statement if you are depositing to a savings account.

*Note: Refer to: "How to read the bank and account numbers from your check" which is attached.

ACCOUNT TYPE
✓ (check) Savings if you want your check directly deposited to your savings account.

✓ (check) Checking if you want your check directly deposited to your checking account.

Note: Using a money market acct; ask the bank if it's checking or savings.

EMPLOYEE AUTHORIZATION
Sign and Date this section.

This will authorize the direct deposit of your check to the requested type of account. This authorization will remain in effect until you provide your agency with a written cancellation of direct deposit.

Note: The name appearing on your bank account and the name you use at work can be different, however, your name must appear in some form on the bank account. It is extremely IMPORTANT that you sign your name in this employee authorization area as it appears on your account.

For Example: A married employee who works under a maiden name but banks under a married name can have net pay directly deposited into his/her bank account. When completing the enrollment form the employee would list the name under which they work in the Employee Name Area. In the area for Name on Bank Account, the employee should list the name exactly as it appears on Bank Account. In the Employee Authorization area, the employee should sign the name under which they BANK (the name that appears on the bank account).

Submit the completed form to your agency payroll office. Remember to retain your copy of this form for your records.

A message "WE ARE PROCESSING YOUR EFT ENROLLMENT" will appear on the paystub prior to the payroll check that will be directly deposited.
If applicable
Please place a voided check here.

Account Number
123456789: 0229999999
2 6 6 9 9 9 9

Bank Number
123456789

Sample check as follows:

The Bank Number and Account Number on the
second and mark
Your complete Account Number falls between the
mark
Your Bank Number falls between the
and

How to read the bank and account numbers from your check.
THE CITY OF NEW YORK
PAYROLL MANAGEMENT SYSTEM
DIRECT DEPOSIT OF NET PAY
AUTHORIZATION RELEASE

PLEASE NOTE
COMPLETE ALL ITALICIZED HEADED AREAS ONLY. SIGN AND DATE IN APPROPRIATE AREA PROVIDED. DO NOT FILL-IN AREAS WITH SHADED BORDERS. A MESSAGE "WE ARE PROCESSING YOUR EFT ENROLLMENT" WILL APPEAR ON THE PAYSTUB PRIOR TO THE EFFECTED PAYROLL.
IF CANCELLATION OR CHANGE IS NECESSARY, SUBMIT A NEW COMPLETED FORM SIGNED IN THE APPROPRIATE AREA.

EMPLOYEE SECTION

EMPLOYEE NAME

LAST
FIRST
MI
WORK TELEPHONE NO.

TYPE OF ACTION (ATTACH A CANCELLED CHECK OR MOST RECENT SAVINGS STATEMENT.)

☐ NEW ENROLLMENT ☐ CANCELLATION
☐ CHANGE OF ☐ PERSON(S) NAMED ON THE ACCOUNT ☐ ACCOUNT NUMBER ☐ ACCOUNT TYPE

DOCUMENT NUMBER

SOCIAL SECURITY NUMBER

PAYROLL INFORMATION

CHECK DIGIT
JSN
PYRL
NO

( FOR AGENCY PAYROLL USE ONLY)

PERSON(S) NAMED ON ACCOUNT (PRINT EXACTLY - INCLUDE TRUSTEE OR JOINT OWNER)

ABA NUMBER

ACCOUNT NUMBER

ACCOUNT TYPE

☐ SAVINGS ☐ CHECKING

( CHECK ONE ONLY)

EMPLOYEE AUTHORIZATION
I HEREBY AUTHORIZE THE CITY OF NEW YORK TO DEPOSIT MY NET PAY DIRECTLY INTO MY CHECKING OR SAVINGS ACCOUNT AS REQUESTED AND TO INITIATE (IF NECESSARY) DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES MADE IN ERROR TO MY ACCOUNT. I AGREE THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I PROVIDE TO MY AGENCY A WRITTEN CANCELLATION TO TERMINATE THE SERVICE.

SIGNATURE
DATE

CANCELLATION AUTHORIZATION - EMPLOYEE

I HEREBY AUTHORIZE THE CITY OF NEW YORK TO CANCEL MY DIRECT DEPOSIT AUTHORIZATION AGREEMENT.

SIGNATURE
DATE

AGENCY PAYROLL SECTION ONLY

AGENCY REP
SIGNATURE
DATE

OPA / AGENCY USE ONLY

REVIEWED BY
SIGNATURE
DATE

ENROLLMENT REJECTION REASONS

☐ INACTIVE LEAVE STATUS ☐ PAYCLASS IS "B" ☐ PAY CYCLE IS NOT "D" ☐ ABA # INVALID

KEY ENTRY OPERATOR

ENTERED BY
(SIGNATURE)
DATE

OPA DATA ENTRY