

City of Burlington Direct Deposit Authorization & E-Voucher Request

Sign up for direct deposit of your paycheck into up to two bank or credit union accounts. Attach a voided check or fill in transit/routing/account number for checking accounts. By signing, you authorize the City of Burlington, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account listed below. This authority is to remain in full force until my employer, the City of Burlington, has received written notification from me (or either of us) of its termination in such time/ manner as to afford my employer and financial institution a reasonable opportunity to act upon it.

I want to **START** Direct Deposit of my check This is a **CHANGE** for my current Direct Deposit

Name _____ Employee Number _____

| | | | |
|--------------------------------------|---|------------------|--|
| Date: | / / | | |
| Employee Status: | <input type="checkbox"/> NEW <input type="checkbox"/> REHIRE <input type="checkbox"/> CURRENT | | |
| #1 Financial Institution Name | | | |
| Transit/Routing # | | Account # | |
| Amount to Deposit | <input type="checkbox"/> ALL Or \$ _____ .00 per pay period | | |
| Account Type | ___ Checking ___ Savings | | |
| Signature to authorize | | | |
| | | | |
| #2 Financial Institution Name | | | |
| Transit/Routing # | | Account # | |
| Amount to Deposit | <input type="checkbox"/> ALL Or \$ _____ .00 Per pay period | | |
| Account Type | ___ Checking ___ Savings | | |
| Signature to authorize | | | |

E-VOUCHER: I would like to have my pay voucher sent to my email address listed below. (Note: the funds will not be in the bank until payday)

Printed E-mail address _____