INSTRUCTIONS FOR ELECTRONIC PAYMENT SERVICE FORM - DIRECT DEPOSIT

1. Initial Authorization

If this is your first time you are signing up for direct deposit with the City of Philadelphia, place an "X" in this block.

1A. Change of Financial Institution

This block is used to change the bank, savings and loan or credit union where
You are having your pay direct deposited.

1B. Change of Account Number

This block is used to change your account number (Example: you were having
Your pay deposited into a checking account and now wish to have it deposited
into a savings account).

2. Name of Financial Institution

3. Financial institution Routing Number

This number can be found between the Transit symbols on the line of computer generated numbers at the bottom of your check or deposit ticket. This number consists of nine (9) digits.

4. Mailing Address

If your bank is in Philadelphia, print "Phila., PA." If your bank is not in Philadelphia, print your bank's address.

5. Employee Name

Please print your name as it appears on your paycheck.

6. Type of Account
Place an "X" in either checking or savings. You can only have your net pay deposited into ONE account. It CANNOT be split between two accounts.

7. **Department Name & Number**

Print your department name and number. (Example: Finance-35-DA-01-01). The number portion can be found at the top of your payroll register or at the top of your pay stub to the right of the "City of Philadelphia - Earnings and Deductions" label.

8. **Employee ID Number**

Print your payroll number

9. **Social Security Number**

Print your social security number

10. **Account Number**

Print your account number EXACTLY as it appears on your checking or savings account.

11. **Date**

Fill in today's date. Note: Your direct deposit should begin three (3) pays from the date you submit this form.

12. **Employee's Signature**

Please sign.

**VERIFICATION**

After you have completed the Authorization Form, return it to your departmental HR or Payroll Representative with proof of your
account number.

For employees who are going to have their pay deposited to Police and Fire Credit Union or Philadelphia Federal Credit Union, no proof is necessary if your payroll number is the same as your account number. If it is different, follow the instructions outlined below.

For any other financial institution, if it is going to checking, you will need a blank check with VOID written across it or the top portion of your checking account statement with your name and account number.

For Savings, you will need a blank savings deposit ticket with VOID written across it or the top portion of your savings account statement with your name and account number.

NOTE: If you close your account after direct deposit has been initiated or if you already have direct deposit and close your account, please notify your departmental HR or Payroll representative Immediately. Failure to do so will result in the delay of your receiving a paycheck.
AUTHORIZATION FOR ELECTRONIC PAYMENT SERVICE

<table>
<thead>
<tr>
<th>INITIAL AUTHORIZATION</th>
<th>CHANGE OF FINANCIAL INSTITUTION</th>
<th>CHANGE OF ACCOUNT NUMBER</th>
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CITY OF PHILADELPHIA

NAME OF FINANCIAL INSTITUTION

MAILING ADDRESS

EMPLOYEE (First Name)

DEPARTMENT NAME AND NUMBER

PAYROLL NUMBER

SOCIAL SECURITY NUMBER

ACCOUNT NUMBER

FINANCIAL INSTITUTION ROUTING NO.

CITY

STATE

ZIP

TYPE OF ACCOUNT

☑ CHECKING

☐ SAVINGS

I authorize the City of Philadelphia, hereafter referred to as EMPLOYER, to deposit my periodic pay into my account identified as and held at the FINANCIAL INSTITUTION named above, and I authorize that such account exists and that the FINANCIAL INSTITUTION can make deposits without responsibility for correctness of such amounts.

My authorization will remain in effect until I give a written notice to terminate this authorization to my EMPLOYER in sufficient time and manner as to allow my EMPLOYER to act upon it. In addition, either my EMPLOYER or the FINANCIAL INSTITUTION can terminate this agreement by providing me with their written notice at least 10 days prior to actual termination.

I have provided my EMPLOYER with a copy of a voided check solely for the purposes of verifying my account number and the Financial Institution’s routing number.

EMPLOYER TAX IDENTIFICATION NO. 23-800 3047

DATE

EMPLOYEE’S SIGNATURE

DISTRIBUTION: Original to Finance copy for department

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