

**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.

<b>AUTHORIZATION FOR ELECTRONIC PAYMENT SERVICE</b>			<b>CITY OF PHILADELPHIA</b>		
<input type="checkbox"/> INITIAL AUTHORIZATION <input type="checkbox"/> CHANGE OF FINANCIAL INSTITUTION <input type="checkbox"/> CHANGE OF ACCOUNT NUMBER					
NAME OF FINANCIAL INSTITUTION			FINANCIAL INSTITUTION ROUTING NO.		
MAILING ADDRESS			CITY                      STATE                      ZIP		
EMPLOYEE (Please Print)			TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		
DEPARTMENT NAME AND NUMBER	PAYROLL NUMBER	SOCIAL SECURITY NUMBER	ACCOUNT NUMBER		
<p>I authorize the <b>City of Philadelphia</b>, 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.</p> <p>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.</p> <p>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.</p>					
EMPLOYER TAX IDENTIFICATION NO. <b>23-600 3047</b>		DATE	EMPLOYEE'S SIGNATURE		

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DISTRIBUTION:

Original to Finance

copy for department