

# Authorization for Direct Deposit

The City of Boise offers full service direct deposit of wage payments and reimbursements for employees. This service is available for scheduled pay cycles but may not apply to unscheduled payments such as missing wages or final pays. Employees may request a maximum of three deposit accounts with deposit options of flat amount, percentage, or reserve live check. The choice of deposit will apply to all scheduled wage payments until written direction to change is received from the employee.

I choose to waive Direct Deposit at this time. Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_

**IMPORTANT! Please read and sign before completing and submitting. Unsigned requests will not be processed.**

I hereby authorize City of Boise to deposit any amounts owed me, by initiating credit entries to my account(s) at the financial institution(s) (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by City of Boise to my account. In the event that City of Boise deposits funds in error into my account, I authorize City of Boise to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until City of Boise and Bank have received written notice from me of its termination in such time and in such manner as to afford City of Boise and Bank reasonable opportunity to act on it.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date\*

Please print, sign, and date this form, then attach the required documents and send in an interoffice envelope to: HR, Attn: Payroll

For questions, please call Human Resources at 208-972-8090 or email [HR@cityofboise.org](mailto:HR@cityofboise.org)

**Employees must attach a VOIDED CHECK or BANK AUTHORIZATION document for each account.**

Do not submit deposit slips for savings accounts. Deposit slips do not contain the correct information for electronic deposits. Deposit requests made with written account numbers or screen shots of the account are not accepted and will delay enrollment until valid documentation is received.

Disbursement of wages follows the number order shown in the account request list. If more than one account is enrolled, *the first account cannot* have the selection of remainder or printed check. If the employee elects to receive a reserve live check (printed check), they must indicate their choice by selecting printed check in the corresponding request line.

I request disbursement of funds as follows:

1. \_\_\_\_\_ to   at \_\_\_\_\_  
 \$  %      Checking    Savings      Financial Institution Name

2. \_\_\_\_\_ to    at \_\_\_\_\_  
 \$  %  Remainder    Checking    Savings    Printed Check    Financial Institution Name

3. \_\_\_\_\_ to    at \_\_\_\_\_  
 \$  %  Remainder    Checking    Savings    Printed Check    Financial Institution Name

4.  Remainder as Reserve Live Check (Printed check)

Attach a voided check or bank authorization form for Account 1

Attach a voided check or bank authorization form for Account 2

Attach a voided check or bank authorization form for Account 3

**Payroll use only.**

Reviewed by \_\_\_\_\_ Processor \_\_\_\_\_ Date entered \_\_\_\_\_