

CITY OF OAKLAND

Direct Deposit Authorization Form

- Complete this form with your Name, Employee Identification Number, Work Address and Work Phone Number. Indicate whether pay is to be deposited into a checking account, savings account, or both. Your direct deposit must equal 100% of your net pay.
- If you are directing your monies to an account with checks, please attach a voided check to this form.
- If your account does not have checks, please attach official documentation from your financial institution stating the routing number and account number to this form.
- If you wish to deposit a specific dollar amount for one account, please specify a dollar amount to account #1 and then indicate 100% to the Account #2 to ensure the remainder of your net pay is deposited into the Secondary Account. If you are requesting more than 3 accounts please attach another form with the appropriate bank information.

**Please Check
Appropriate
Box**

Enroll <input type="checkbox"/>	Change <input type="checkbox"/> Change Reason: _____ _____	Cancel <input type="checkbox"/> Transferring to Pay Card
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Employee Name	Employee ID # / Work Address	Department / Phone #
Account #1	Account #2	Account #3
\$ _____ or _____ % <small>Amount Percentage</small>	\$ _____ or _____ % <small>Amount Percentage</small>	\$ _____ or _____ % <small>Amount Percentage</small>
Account Type (Circle One)	Account Type (Circle One)	Account Type (Circle One)
Checking Savings	Checking Savings	Checking Savings
Name(s) on Account	Name(s) on Account	Name(s) on Account
Account Number	Account Number	Account Number
Routing Number	Routing Number	Routing Number
Bank Name	Bank Name	Bank Name
Bank Branch	Bank Branch	Bank Branch
<i>I hereby authorize the City of Oakland to initiate deposits (or correcting entries to previous deposits) to my account (s). I understand that I must deposit 100% of my pay. This authority is to remain in force until I revoke it by giving written notice to my employer or upon termination of my employment.</i>		
Signature _____		Date _____
For Office Use Only <div style="display: flex; justify-content: space-between;"> Input By _____ Date _____ </div>		