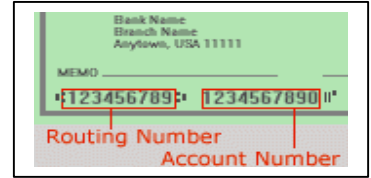




City of Highland Park Employee Direct Deposit Enrollment Form

The City of Highland Park uses direct deposit for all employee paychecks. Direct deposit advices are sent via email. Please complete this form and forward to the City's Finance Department. **Attach a voided check.** If depositing to a savings account, ask your bank to give you the Routing /Transit Number for your account, which may differ from the number on a savings deposit slip. This will help ensure that your payroll is directed to the proper account.



The first pay, after enrolling, will be a pre-note, which results in a manual check. The City's standard policy is to distribute manual checks/paper direct deposit advices via USPS mail. Please check the box below if you wish to pick-up the manual check. The employee must present a valid state-issued ID and sign upon check/advice pick-up. In the event checks/advices are not picked up within 5 business days of the distribution date, they will be USPS mailed, to the employee's address on file.

I hereby authorize the City of Highland Park to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by City of Highland Park to my account. In the event that City of Highland Park deposits funds erroneously into my account, I authorize City of Highland Park 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 Highland Park and Bank have received written notice from me of its termination in such time and in such manner as to afford City of Highland Park and the Bank reasonable opportunity to act on it. Please check box below and sign if you would like to elect to opt out of direct deposit.

Employee Name: _____ (Please print) Employee Number: _____

Send to City Email

Send to Other Email (please print clearly): _____

I request to pick-up the manual check for the pre-note pay period, in person, at the Finance Department.

Please indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

1. Bank Name/City/State: _____

Normal Payrolls Special Payrolls (longevity, retro, etc.)

Routing/Transit # _____ Account Number: _____

Checking Savings Other I wish to deposit \$ _____ or Entire Net Amount

2. Bank Name/City/State: _____

Normal Payrolls Special Payrolls (longevity, retro, etc.)

Routing/Transit # _____ Account Number: _____

Checking Savings Other I wish to deposit \$ _____ or Entire Net Amount

**If you wish to add more bank accounts (four bank accounts max), please attach a second Employee Direct Deposit Enrollment Form.*

I elect to opt out of direct deposit.

Employee Signature: _____ Date: _____