

All City of Martinsville Employees

Direct Payroll Deposit Program

TO:

SUBJECT:

Your paycheck can automatically be deposited in your checking or savings account. Direct Payroll Deposit is safe, convenient and easy, and saves trips to the bank, saves time—no more waiting in long lines on payday, eliminates the possibility of lost, stolen or forged checks, reduces the possibility of overdrafts—your paycheck is deposited fast, even if you're on vacation or away from the office.
Here's how Direct Payroll Deposit works: Instead of a paycheck each payday, you will receive an earning statement showing: gross pay, taxes, other deductions, and net pay deposited to your account. The amount of the deposit will also appear on your bank statement.
<u>Direct Payroll Deposit is recommended.</u> To take advantage of this service, complete the authorization form below and return it to the Human Resources Office (Room 218), second floor – City Hall.

Please attach a VOIDED check.
I authorize the City of Martinsville and the financial institution listed below to deposit my pay automatically each payday to:
Name of Banking Institution:
Check one:Checking AccountSavings Account
This authority will remain in effect until I have cancelled it in writing in sufficient time to comply with payroll deadline dates.
Name: Date: (Please type or Print)
Account #
Social Security # Signature: