

**CITY OF NEWPORT BEACH**  
**Employee Direct Deposit Form**

NEW

CHANGE

CANCEL

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT**

I authorize the City of Newport Beach to initiate credit entries to my **Checking**  **or Savings**  account indicated below. If necessary a debit entry could be made to correct an erroneous credit and/or overpayment made to my account.

**ACCOUNT INFORMATION**

BANK NAME \_\_\_\_\_

FOR DEPOSIT TO A CHECKING or SAVINGS ACCOUNT:

ROUTING # \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

This authority will remain with the City of Newport Beach until a written notification is made to terminate the credits.

**EMPLOYEE INFORMATION**

EMPLOYEE NAME \_\_\_\_\_ EE#: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**A Voided Check is  
REQUIRED  
OR  
A direct deposit form from your bank  
with account # and routing #**

***Please note:***

***We test all new Direct Deposits (not changes to existing accounts) to ensure that the set-up is accurate. Therefore, depending on when you submit your Direct Deposit enrollment form, you may receive one or two paper checks.***