CITY OF PEMBROKE PINES, FLORIDA
DIRECT DEPOSIT PROGRAM AUTHORIZATION

The City of Pembroke Pines offers direct deposit of biweekly net pay to all City employees who would like this service. Here is how it works and what you need to do to sign up:

WHAT IS DIRECT DEPOSIT?

Direct deposit is a convenient way to deposit your net pay without having to go to the credit union or your bank or savings & loan and stand in line. It's also nice when you're away from work on payday.

Rather than issue you a payroll check, we can deposit your biweekly net pay into the financial institution of your choice almost anywhere in the United States. The only requirement is that it has the ability to accept Automatic Clearing House (ACH) transactions.

On payday you will receive an Earnings Statement that resembles a payroll check stub. You should record the direct deposit in your checkbook or passbook as soon as you receive this statement.

HOW DO I SIGN UP?

Just complete the Direct Deposit Program Authorization form. Attach a VOIDED CHECK from your bank account to the top left corner of the form and return it to the Payroll Office.

A pre-notification test record will be sent to your bank prior to your first direct deposit. By banking regulations your bank must be allowed ten (10) banking days to verify the test data. During this pre-notification test period you will continue to be paid by payroll check. Any subsequent change in institution and/or account number will require a new pre-notification test process during which time you will again be paid by payroll check. Your first direct deposit transaction will occur within about four to six weeks.

The Payroll Office maintains a supply of forms to start, stop or change your authorization. Additions and changes take effect within four to six weeks of the submission of your request. Stop requests are processed on the next payroll.

HOW DO I COMPLETE THE AUTHORIZATION FORM?

Here is some information on what you will need to complete the form. The Bank Name, Transit Routing No., Account No. and Type of Account that you must provide pertains to your personal account. You will need to contact your financial institution to obtain the Transit Routing Number.

The Payroll office would be glad to help you with the forms and answer any questions you may have about the program.

SPECIAL NOTE

Special circumstances or emergency conditions may arise which could delay the direct deposit of your pay. Although this should occur very rarely, we recognize the financial hardship it could cause. Be assured that we will make every possible effort to minimize the delay. Although we will strive to have the funds available to you on Friday, we can only commit to have the process completed by the following Monday.

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ACTION REQUESTED (Check One): ☐ **START** ☐ **CHANGE** ☐ **STOP**

Please Print or Type

NAME_____

EMPLOYEE NO. _____ **SOCIAL SECURITY #**_____

DEPARTMENT _____

I hereby authorize the City of Pembroke Pines, Florida and the institution listed below to deposit my biweekly net pay directly into my account. I further authorize the return of any funds that have been deposited into my account that I am not entitled to. This authority will remain in full force and effect until the City has received written notification from me of its termination, and has been afforded a reasonable opportunity to act upon it, or until the City has provided written notice to me of the termination of this agreement.

You will have the option to Direct Deposit the full amount of your paycheck with one financial institution, or alternatively to divide the deposit among three different institutions. For those employees who have previously directed their pay to City County Credit Union, it will now be available to you as a direct deposit selection. Be advised that Direct Deposit requires the deposit of your entire paycheck and you will not be able to receive any of your pay in the form of a paycheck.

AMOUNT _____ ENTIRE PAYCHECK_____

TRANSIT ROUTING NO. _____ ACCOUNT NO._____

NAME ON ACCOUNT _____

TYPE OF ACCOUNT (Check One) ☐ CHECKING ☐ SAVINGS

AMOUNT _____ REMAINDER OF PAYCHECK _____

TRANSIT ROUTING NO. _____ ACCOUNT NO._____

NAME ON ACCOUNT _____

TYPE OF ACCOUNT (Check One) ☐ CHECKING ☐ SAVINGS

AMOUNT _____ REMAINDER OF PAYCHECK _____

TRANSIT ROUTING NO. _____ ACCOUNT NO._____

NAME ON ACCOUNT _____

TYPE OF ACCOUNT (Check One) ☐ CHECKING ☐ SAVINGS

SIGNATURE_____ **DATE**_____

* Net pay is your total pay minus deductions such as income tax, FICA, dental insurance, etc.