



# Authorization for Electronic Deposit

Employee Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

E-mail address for Pay Stub: \_\_\_\_\_

**Police Department Employees** – Check this box if you would like to contribute \$10 a month towards the **KFPBA\*** fund.  
*\*Klamath Falls Police Beneficiary Association*

**Please check the box on the left of the account you would like Employee reimbursements to be deposited.**

**ACCOUNT 1:**

Name of Bank: \_\_\_\_\_

Checking                      Account #: \_\_\_\_\_  
OR

Savings                         Routing #: \_\_\_\_\_

Amount:  \$ \_\_\_\_\_                       % \_\_\_\_\_                      or                       Entire Paycheck

**ACCOUNT 2:**

Name of Bank: \_\_\_\_\_

Checking                      Account #: \_\_\_\_\_  
OR

Savings                         Routing #: \_\_\_\_\_

Amount:  \$ \_\_\_\_\_                       % \_\_\_\_\_                      or                       Remainder of Paycheck

**ACCOUNT 3:**

Name of Bank: \_\_\_\_\_

Checking                      Account #: \_\_\_\_\_  
OR

Savings                         Routing #: \_\_\_\_\_

Amount:  \$ \_\_\_\_\_                       % \_\_\_\_\_                      or                       Remainder of Paycheck

**The City of Klamath Falls is hereby authorized to directly deposit my pay to the account(s) listed above. This authorization will remain in effect until I modify or cancel it in writing.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTIONS**

Effective Date – First day of the month you would like this change to take effect.

E-mail address for pay stub – This is the e-mail address your monthly pay stub will be e-mailed to.

Please mark the box to the left of the account you would like any employee reimbursements deposited to. This would be for reimbursement requested that are submitted to Accounts Payable. Such as travel reimbursements.

Deposit Account Information:

You may choose to split your payroll between up to 3 accounts. The last account listed should always be for the remainder of the Paycheck.

If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

