

**City of Charleston**  
**Payroll Direct Deposit Form**

Employee Name : \_\_\_\_\_ Phone # : \_\_\_\_\_  
Department : \_\_\_\_\_ Employee # : \_\_\_\_\_

Option A: Deposit Payroll into a Single Bank

My ACCOUNT is a Checking \_\_\_\_\_ Savings \_\_\_\_\_

Direct Deposit Bank Name: \_\_\_\_\_

Direct Deposit Bank Routing Number: \_\_\_\_\_

Direct Deposit Bank Account Number: \_\_\_\_\_

Option B: Split Payroll Between Two Different Banks or Accounts

Account #1 is a Checking \_\_\_\_\_ Savings \_\_\_\_\_ % or \$

Direct Deposit Bank Name: \_\_\_\_\_

Direct Deposit Bank Routing Number: \_\_\_\_\_

Direct Deposit Bank Account Number: \_\_\_\_\_

Account #2 is a Checking \_\_\_\_\_ Savings \_\_\_\_\_ % or \$

Direct Deposit Bank Name: \_\_\_\_\_

Direct Deposit Bank Routing Number: \_\_\_\_\_

Direct Deposit Bank Account Number: \_\_\_\_\_ (% total must equal 100%)

We must have your bank numbers completely accurate; therefore we are asking that you attach a voided check or copy of a check. If you are unable to provide a check, contact your bank for a form that has their routing number and your account number.

I agree to have my payroll direct deposited. I authorize the City to initiate credit entries to my accounts indicated. The authorization is to remain in effect until written notification is received.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attach a voided or copy of check here.**