



**CITY OF MONTEBELLO**

**ELECTRONIC DEPOSIT AUTHORIZATION**

I hereby authorize the City of Montebello to initiate deposits (credits) and/or corrections to the previous credits to the financial institution(s) indicated. The financial institution(s) is authorized to credit and/or correct the amounts to my account. This authority is to remain in full force and effect until either I revoke it by giving **10 days** prior written notice to the City of Montebello or upon termination of my employment.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Last 4 of SSN or Employee ID #

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*DEPOSIT ACCOUNT(S) INFORMATION*

**Action: Start/Add**  **Cancel/Stop**  **Change in Amount or %**

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Amount or Percentage

Type of Account: Checking  Savings

**Action: Start/Add**  **Cancel/Stop**  **Change in Amount or %**

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Amount or Percentage

Type of Account: Checking  Savings

**Action: Start/Add**  **Cancel/Stop**  **Change in Amount or %**

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Amount or Percentage

Type of Account: Checking  Savings

*Important: For deposits to a checking account, please attach a VOIDED check to this form. When using percentages for multiple banks, it must equal 100%. To change bank accounts with the same bank, employees must cancel the old account and start/add the new account.*