



(Please Check One)

- New Participant
- Change to Existing Direct Deposit
- Cancel

Direct Deposit Payroll Program

City of Chicago
 Department of Finance
 City Comptroller's Office
 333 S. State St., Suite 320
 Chicago, Illinois 60604
 312-745-2278

For Cancellations ONLY
 312-745-3540 Fax #

The City of Chicago announces the Direct Deposit Payroll Program for our employees.

This program utilizes electronic funds transfer to provide you with a timely, accurate, and convenient method of depositing your funds.

With Automated Payment, you can eliminate the hassle of mail delays and late deposits. Direct Deposit Payroll offers you:

- Assurance of Timely Payments
- Convenient Payment Method
- Simple and Easy Sign-up

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- Employees choosing the Direct Deposit Payroll plan ensure the necessary funds are available for use.
 - Your deposits are made directly to your account, eliminating time-consuming mail delays, waiting in line at the bank, and waiting for funds availability.
 - Direct Deposit Payroll plan gives you the reliability and safety advantages of knowing your funds are deposited, even if you are out of town.
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[Attach Voided Check Here]



Instructions: Complete the form below and attach an unsigned and voided check from this account to assist in verifying data.

I authorize The City of Chicago hereafter called "The City," to initiate credit entries to my checking account indicated below and the institution named below, hereinafter called "Institution," to deposit to the same such account.

I further authorize "The City" to initiate debits to my account to correct any errors, and "Institution" to initiate any such corrections to my account. This authority is to remain in full force and effect until "The City" and "Institution" have received written notification from me of its termination in such time and in such manner as to afford "The City" and "Institution" a reasonable opportunity to act on it prior to depositing to the account.

Employee Name _____	Employee Social Security #	<input style="width: 100%;" type="text"/>
Address _____	Employee Number	<input style="width: 100%;" type="text"/>
City, State, Zip _____	Dept. Name _____	Payroll Number <input style="width: 100%;" type="text"/>
Home Phone Number _____	Bank Name _____	
Work Phone Number _____	Bank Routing #	<input style="width: 100%;" type="text"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Signature/Date _____	Bank Account # <input style="width: 100%;" type="text"/>	