Please contact your bank for proper direct deposit routing transit/ABA numbers and account numbers. It is the employee's sole responsibility to provide accurate information to prevent errors in depositing your check.

ANY INCORRECT NUMBER WILL RESULT IN THE DELAY OF DEPOSITING YOUR CHECK.

Please be aware that your direct deposit will be 'pre-noted', which means the first payroll will send a zero file to the bank to verify the funds will be deposited into the correct account. NO money is transferred during the pre-note process. This is performed to ensure your funds are going to the correct account. Once the data is verified, and then the following payroll your check will be direct deposited.

DURING THE PRE-NOTE PERIOD, YOU MAY RECEIVE A PAPER CHECK.

Retiree #_____

Name: _____ **Phone #** _____

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I hereby authorize the City of Ocala, hereinafter called City to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:
(Select one)

Checking **Savings**

Indicated below and the depository named below, hereinafter called Financial Institution, to credit and or debit the same to such account.

_____100% (net check) $_____(Flat Amount)

Name of Financial Institution _____

Routing Transit/ABA# _____ **Account #** _____

This authority is to remain in full force and effect until City has received written notification from me of its termination in such manner as to afford City and Financial Institution a reasonable opportunity to act on it.

Signature: _____ **Date:** _____

CANCELLATION OF DIRECT DEPOSIT

Please cancel my Direct Deposit Authorization with **(Financial Institution)** _____

for **Account #** _____.

Signature: _____ **Date:** _____

CHANGE IN EXISTING DIRECT DEPOSIT

Please change my Direct Deposit Authorization with **(Financial Institution)** _____

for **Account #** _____to: _____ **100% (net check) or $** _____**Bi-weekly amt.**

Signature: _____ **Date:** _____

TO SUBMIT BY E-MAIL CLICK *HERE*, OR MAIL TO: 110 SE WATULA AVE, OCALA, FL 34471