City of Round Rock
Direct Deposit Authorization Agreement

I authorize and request the City of Round Rock to deposit my payroll check to the financial institutions named below. If at any time there is an error with the direct deposit, the City of Round Rock is authorized to credit or debit my account with the appropriate amounts to equal my earnings for such period.

Note: Any changes will be effective at the start of a new pay period. However, if your bank account has been comprised, we will discontinue your direct deposit upon notice. Please contact Payroll for further assistance at _payrollteam@roundrocktexas.gov.

Section I – New Account

	Bank Name	Amount	Type of Account
1	Bank Name: Routing No: Account No:	$ or % (circle one)	□ Checking □ Savings ***Primary Account**
2	Bank Name: Routing No: Account No:	$ or % (circle one)	□ Checking □ Savings
3	Bank Name: Routing No: Account No:	$ or % (circle one)	□ Checking □ Savings

***Note: Any supplemental payments or reimbursements made to an employee by the City will be direct deposited to the primary account listed above.**

Section II – Terminate Existing Account

	Bank Name	Account Number	Type of Account
1			□ Checking □ Savings
2			□ Checking □ Savings

Section III – Change Amount of Existing Account

	Bank Name	Account Number	New Amount	Type of Account
1			$	□ Checking □ Savings
2			$	□ Checking □ Savings

Print Employee Name

Employee Number

Employee Signature

Date Signed

Effective Payroll Date