

**CITY OF SAINT PAUL
AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER**

Employee: _____ **Employee ID:** _____ **Process Level:** _____

Check One: New EFT Change Focus Payroll Card

I hereby authorize the City of Saint Paul to initiate credit entries to the account(s) and in the amount(s) indicated below, and also authorize the depository (depositories) named below to credit the same to such account(s).

PRIMARY DEFAULT **Depository Name:** _____

Transit/Routing No: _____ **Account No:** _____

Check One: Checking Savings Focus Payroll Card

* If only 1 account, 100% will be deposited into PRIMARY DEFAULT account
**If more than 1 account is selected, the remaining balance will be deposited into the PRIMARY DEFAULT account

2ND ACCT. **Depository Name:** _____

Transit/Routing No: _____ **Account No:** _____

Amount \$ _____

Check One: Checking Savings Focus Payroll Card

3RD ACCT. **Depository Name:** _____

Transit/Routing No: _____ **Account No:** _____

Amount \$ _____

Check One: Checking Savings Focus Payroll Card

- If you want your entire net pay to be deposited into one account, complete **PRIMARY** section only.
- If you want a determined amount to be deposited into additional account(s) complete **2ND** and **3RD** sections; the remaining balance will be deposited to your **PRIMARY DEFAULT** account.
- Focus Card users will not have a routing or account number, simply circle Focus Payroll Card and sign form.

I agree to allow the City of Saint Paul to reverse any entry erroneously credited to my account or Focus Payroll Card. This authority is to remain in full force and effect until the City of Saint Paul has received written notification from me of its termination in such time and in such a manner as to afford the City of Saint Paul a reasonable opportunity to act on it.

Signature: _____ **Date:** _____

REQUIRED: Please attach a **VOIDED** check or a Verification of Account information from your financial institution → if using EF

*EFT = electronic funds transfer to your existing bank account.
Focus Payroll Card = select this option if you don't have a bank account, so that money will go directly on this card for you to use.*