

## DIRECT DEPOSIT FORM

PAF05-DD  
Ending Date \_\_\_\_\_

Pay Period \_\_\_\_\_

Use to begin, change or terminate direct deposit of paycheck.  
Forward all copies of the completed form to the Finance/Payroll Department.  
**Please read the instructions on the back of this form before filling it out**

Employee Name	Employee ID Number
Department	Work Phone Number

Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Choose one of the following: Begin Deposit <input type="checkbox"/> Change Deposit <input type="checkbox"/> Terminate Deposit <input type="checkbox"/>	
Amount: Dollars \$ _____ or % Percent of Remaining Net _____	
Account Number _____	
Routing Number _____	
Bank Name _____	Phone _____

Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Choose one of the following: Begin Deposit <input type="checkbox"/> Change Deposit <input type="checkbox"/> Terminate Deposit <input type="checkbox"/>	
Amount: Dollars \$ _____ or % Percent of Remaining Net _____	
Account Number _____	
Routing Number _____	
Bank Name _____	Phone _____

Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Choose one of the following: Begin Deposit <input type="checkbox"/> Change Deposit <input type="checkbox"/> Terminate Deposit <input type="checkbox"/>	
Amount: Dollars \$ _____ or % Percent of Remaining Net _____	
Account Number _____	
Routing Number _____	
Bank Name _____	Phone _____

Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Choose one of the following: Begin Deposit <input type="checkbox"/> Change Deposit <input type="checkbox"/> Terminate Deposit <input type="checkbox"/>	
Amount: Dollars \$ _____ or % Percent of Remaining Net _____	
Account Number _____	
Routing Number _____	
Bank Name _____	Phone _____

I authorize the City of Boulder to deposit my net amount into the account(s) specified. I understand that if my account(s) at any of the financial institutions named receives an over-deposit in the event that my paycheck is incorrect, the City of Boulder can cause my account(s) at the financial institution(s) named to be charged.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll \_\_\_\_\_ Date \_\_\_\_\_

## **INSTRUCTIONS FOR FILLING OUT THE PAF05 DIRECT DEPOSIT FORM**

You may direct deposit your paycheck into as many as 4 different banks/accounts and designate either a flat dollar amount or a percentage of net pay to be sent to these banks/accounts.

If you enter a percentage, that percentage is defined as a percentage of your remaining net that has not yet been distributed in any other direct deposit amount – it is NOT a percentage of your total net pay.

During the direct deposit processing, if an amount specified for an account cannot be met, the system will not deposit any funds into that account. Instead, it will either deposit the employee's remaining funds into the next account specified (if that value can be met) or produce a check for the employee in the amount of the remaining net.

If all of your direct deposit amounts do not add up to 100% of you net pay, the system will produce a check in the amount of the remaining net.

Be sure to attach a copy of your deposit slip(s) or voided check(s) to this form.

The bank routing number is the nine left most digits on your checks and deposit slips.

The account number is located to the right of the routing number and may be up to 17 digits.

Some checks include the check number to the right of the account number. Please do not include it as part of the account number.