



**Consider the Advantages**

- ✓ **Convenient:** Your money will be in the bank when you need it. No more hassles when you are on vacation, sick or traveling on payday.
- ✓ **Safe:** No more worries about lost or stolen paychecks. Direct Deposit is safer than a paycheck because your pay is automatically deposited into your account.
- ✓ **Reliable:** Your net pay is in your account when your financial institution opens for business on pay date.
- ✓ **Sign up today:** It's easy to begin Direct Deposit. Just fill out the form in this brochure. Return completed form to the Payroll Office of the Department of Finance.

*DIRECT DEPOSIT*

**THE SMART CHOICE!**



City of Newport News  
Department of Finance  
Payroll Office

City of Newport News  
*offers you*

**DIRECT DEPOSIT**



**A SAFER, FASTER, SMARTER  
WAY TO GET PAID**

*DIRECT DEPOSIT.....*  
**SMART MONEY MANAGEMENT!**

Administered by the Dept of Finance

# DIRECT DEPOSIT

## **It's Tried and True!**

Direct Deposit has been around for over twenty years. Millions of employees nationwide are currently using this payment method.

## **What is Direct Deposit?**

It's a safer, smarter, and faster way to be paid. Instead of a paycheck being issued, your net pay is electronically transferred and deposited into your checking or savings account.

## **If I no longer get a paycheck, how will I know if I've really been paid?**

With Direct Deposit, you will continue to get a record of your pay. On payday, you will receive a paystub that displays earnings, deductions, leave, and net pay.

## **Will my employer have access to my bank account or my account information?**

Absolutely not! Direct Deposit is one of the most secure and confidential methods of being paid. Only you can access your account.

## **Is Direct Deposit hard to set up?**

Direct Deposit is easy to start! Simply complete and sign the attached authorization form. Be sure to attach a copy of a voided check and send to:

Department of Finance  
Payroll Services

Questions? Call 926-8541 or 8546.

## **DIRECT DEPOSIT (CREDIT) AUTHORIZATION**

### **City of Newport News**

I hereby authorize the City of Newport News hereinafter called **COMPANY** to initiate credit entries to my

Checking       Savings      (select one)

account indicated below, and to initiate, if necessary, debit entries and adjustments for any credit entries made in error.

FINANCIAL INSTITUTION: \_\_\_\_\_

BRANCH (CITY & STATE): \_\_\_\_\_

BANK ROUTING # \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

*(The first nine numbers on the bottom of check)*

This authority is to remain in full force and effect until **COMPANY** has received written notification from me or until I terminate my employment with **COMPANY**.

NAME: \_\_\_\_\_ SSN or EIN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Cut Along Line

### **Deposits to Your:**

#### ***Checking Account***

You **MUST** attach a voided check to this form

#### ***Savings Account***

Please obtain a Direct Deposit Sign-Up form from your bank.