

Direct Deposit Benefits

Reliability: On payday, funds are automatically deposited into your selected financial account.

Security: No worries about lost or stolen checks.

Privacy: Direct Deposit is one of the most confidential methods of processing your paycheck.

Convenience: No matter where you are on payday, your pay will be in your bank account.

Control: You may change your financial institution or account at any time.



It's safe, quick and convenient!



**City of Rockville
Payroll Department**

**[www.rockvillemd.gov/
government/finance.htm](http://www.rockvillemd.gov/government/finance.htm)**

City of Rockville

111 Maryland Ave
Rockville, MD 20850-2364

Phone: 240-314-8450

Fax: 240-314-8419

E-mail: payroll@rockvillemd.gov



Simple.Safe.Smart

Direct Deposit Authorization Agreement



**City of Rockville
Payroll Department**

www.rockvillemd.gov/government/finance.htm

240-314-8450

Frequently Asked Questions

What is Direct Deposit?

All City employees are paid through Direct Deposit. Direct Deposit is an electronic payment deposited directly into your checking or savings account.

How do I sign up for Direct Deposit?

Employees need to complete the attached Direct Deposit authorization form to start receiving the electronic payments.

When will the Direct Deposit start?

The City tests the electronic routing and bank account numbers twice before the Direct Deposit takes affect.

Can I divide my pay among different accounts?

Not at this time. The City only allows you to choose one account to make the deposit into.

How will I know when my payment has been deposited into my bank account?

The City will mail you a dated payment statement stub that is identical to what you would get with a paycheck. This stub will show how much was deposited in your account, the date of the deposit, and an itemized list of taxes, insurance and other deductions.

What if I change financial intuitions?

You will need to complete a new authorization form with the new account information and return it to Payroll.

Direct Deposit is...

SIMPLE

Your money is automatically deposited into your account on time, every time.

SAFE

Direct Deposit payments never get lost.

SMART

With Direct Deposit there is no waiting for your check to clear.



Please detach and return the completed Direct Deposit Authorization Agreement to the City of Rockville

Payroll Office in person or mail to:

City of Rockville
Attn: Payroll
111 Maryland Ave
Rockville, MD 20850-2364



Direct Deposit Authorization Agreement City of Rockville

Section A. Tell us about yourself:

Employee Name: _____

Employee Number: _____

Section B. Please provide us your financial institution information below:

Financial Institution Name: _____

Branch Location: _____

Routing Number: _____

Account Number: _____

Checking _____ or Savings _____
(Please select)

JEFFREY MAPLE
SUZANNE MAPLE
123 Pear Lane
Anyplace, VA 20000

PAY TO THE ORDER OF _____ \$ _____

ANYPLACE BANK
Anyplace, VA 2000

For _____

1 250250023 @ 202020**86 1234

1234
15-0000

DOLLARS

Do not include the check number.

Note. The routing and account numbers may be in different places on your check.

The City of Rockville is not responsible if you enter the wrong account information. Check with your financial institution for the correct routing and account numbers.

Section C. Please authorize with your signature below:

I hereby authorize the CITY OF ROCKVILLE to make deposits to my account as indicated above. I also authorize any necessary debit entries or adjustments for entries made in error to my account. I have also verified the above routing and account number with a representative of my Financial Institution.

Signature: _____

Date: _____

Note: Processing a New Direct Deposit or a Change of Account will occur after 2 pay periods have been pre-noted (test deposited).