



# DIRECT DEPOSIT FORM

Direct Deposit is available to all employees that are paid by Houston City Temporaries. If you are interested in having your paycheck direct deposited into your checking account, please fill out the following form and return it to Barbara Lamb of Houston City Temporaries. You may fax it with your timesheet at **713-784-0119**.

**YOU MUST ATTACH A COPY OF A VOIDED CHECK (NOT A DEPOSIT SLIP) WITH THIS FORM.**

We suggest that you call your bank each payday to confirm that your check has been received and the amount of your deposit. Additionally, we will mail this information to you each Thursday.

I authorize Houston City Personnel and Temporaries and the financial institution listed below to initiate electronic entries to my checking account each payday. This authorization will remain in effect until I have cancelled in writing.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Check One:

- Savings Account
- Checking Account

Signature \_\_\_\_\_