



PHONE: 319-885-6555
HOURS: M - F 8AM - NOON; 1PM - 4PM
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DIRECT DEPOSIT PAYROLL AGREEMENT

The direct deposit payroll agreement allows your paycheck to be paid directly to your bank account.
This is a requirement for all employees.

EMPLOYEE NAME _____
EMPLOYEE TELEPHONE _____
EMPLOYEE ADDRESS _____
CITY, STATE, ZIP _____
BANK NAME _____
BANK ROUTING # _____
YOUR ACCOUNT # _____

TYPE OF ACCOUNT? CHECKING OR SAVINGS (PLEASE CIRCLE)

**PLEASE ATTACH PROOF OF ACCOUNT NUMBER FOR VERIFICATION.
EXAMPLES: VOIDED CHECK, DEPOSIT SLIP, BANK NOTE**

**I AUTHORIZE THE CITY OF SHELL ROCK TO DEPOSIT MY PAYCHECK AUTOMATICALLY.
IT IS AGREED THE ABOVE NAMED FINANIAL INSTITUTION WILL CREDIT MY ACCOUNT.**

SIGNATURE _____ **DATE** _____

RETURN THIS FORM TO CITY OF SHELL ROCK, IOWA WHEN COMPLETE