



Payroll 215 N. Mason Street  
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 970.221.6782 - fax  
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**AUTHORIZATION AGREEMENT FOR ELECTRONIC DEPOSIT OF WAGES**

Employee's Name: \_\_\_\_\_ Social Security: \_\_\_\_\_  
 (Print, last, first, m)

Phone: \_\_\_\_\_ Employee ID/Address # \_\_\_\_\_

Employee's must Direct Deposit their take-home pay either in a bank(s) of their choice and/or sign up for a pay card. Employee will view their earnings statement at [www.globalcashcard.com](http://www.globalcashcard.com), or JDE. An employee's take-home pay is available in their designated account the morning of pay day.

★ **Attach a blank voided check for each checking account. If depositing into a savings account, ask your bank to give you the routing/transit number for your account. If using a Global Cash Card, use 122242597 as transit number.**

**Legend:** **A** = Add, **C** = Change to existing, **E** = End, **N** = New, **S** = Same/no change to this account

\_\_\_\_\_ **1. Bank Name/City/State:** \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: Checking\_\_\_\_ Savings\_\_\_\_ Pay Card\_\_\_\_

I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or Total Net Pay\_\_\_\_\_

\_\_\_\_\_ **2. Bank Name/City/State:** \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: Checking\_\_\_\_ Savings\_\_\_\_ Pay Card\_\_\_\_

I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or Balance of Net Pay\_\_\_\_\_

\_\_\_\_\_ **3. Bank Name/City/State:** \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: Checking\_\_\_\_ Savings\_\_\_\_ Pay Card\_\_\_\_

I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or Balance of Net Pay\_\_\_\_\_

\_\_\_\_\_ **4. Bank Name/City/State:** \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: Checking\_\_\_\_ Savings\_\_\_\_ Pay Card\_\_\_\_

I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or Balance of Net Pay\_\_\_\_\_

I hereby authorize and request the City of Fort Collins, hereinafter called CITY, to make payment of any amounts owing to me for take-home pay by initiating credit entries to my account(s) in the financial institution(s) named above, hereinafter called BANK(s), and I authorize and request BANK(s) to accept any credit entries initiated by CITY to such account and to credit the same to such account without responsibility for the correctness thereof. This agreement may be changed by me at any time by written notification to the CITY. Any such notification to CITY shall be effective only with respect to entries initiated by CITY after receipt of such notification and a reasonable opportunity to act on it.

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

## Instructions for filling out Electronic Deposit Wages form

- Employee's Name - Print your name on form, (last, first, m)
- Social Security - Your Social Security number
- Address # - This is your JDE Address number. If you are a new employee and do not have a number yet, you may leave it blank.
- Legend – Description of action needed for each bank
- Bank Name/City/State - Complete requested information showing name of bank and where bank is located. (Can deposit wages in up to four different accounts)
- Routing transit # (9 digit number)
  - If checking find on bottom left side of check
  - If savings, get written information from bank
  - If Pay card, use 122242597
- Account Number
  - If checking find on bottom right side of check
  - If savings, get written information from bank
  - If pay card, use number printed across the face of the card
- Type of Account - Place a check mark next to description of account
- I wish to deposit – This is a specific dollar amount to be deposited into account number you have designated. You can have up to three accounts with specific dollar amounts.
- Net pay – You may choose to have your entire pay deposited into one account.
- Balance of net pay – Remainder of net pay after split deposit.

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**PAYCARD** - If you want to sign up for a pay card, you must also complete an application for a Global Pay Card. Return the application along with the Agreement for Electronic Deposit of Wages form to the Finance Department. You will pick up the card in Finance department and complete the Agreement for Electronic Deposit of Wages at the time.