



City of Stevens Point

Direct Deposit – Secondary Account Agreement Form

Authorization Agreement

I hereby authorize City of Stevens Point to initiate automatic deposits to my account at the financial institution named below. I also authorize City of Stevens Point to make corrections to this account in the event that a credit entry is made in error.

Further, I agree not to hold City of Stevens Point responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until City of Stevens Point receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ Checking | Savings

Dollar amount to deposit: _____

Name and Signature Section

Print Name: _____

Authorized Signature: _____ Date: _____

Email address: _____