

DEPT # \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_

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**INTEROFFICE MEMORANDUM**

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**TO:** CITY EMPLOYEES  
**FROM:** FINANCE DIRECTOR  
**SUBJECT:** DIRECT DEPOSIT FOR PAYROLL CHECKS

**PRE-NOTE:** PD \_\_\_\_\_ (\_\_\_\_)

**DIRECT DEPOSIT** PD \_\_\_\_\_

Payroll Department is pleased to announce that direct deposit for payment of all payroll checks is available. This convenient method of payment will allow employees to receive their payroll funds faster.

\_\_\_\_\_ I wish to receive my payroll funds via Direct Deposit. Attached is a voided check.:  
**(initials)**

\_\_\_\_\_ I **Do Not** wish to receive my payroll funds direct deposit PD \_\_\_\_\_  
**(initials)**

\_\_\_\_\_ Changing Banks PD \_\_\_\_\_  
**(initials)**

\_\_\_\_\_ **STOP** DD PD \_\_\_\_\_ / Start DD New Acct. PD \_\_\_\_\_  
**(initials)**

\_\_\_\_\_ **RESTART** My Direct Deposit PD \_\_\_\_\_  
**(initials)**

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date