



**CITY OF ALVA**

415 4<sup>th</sup> Street  
Alva, Oklahoma 73717

(580) 327-1340

Fax: (580) 327-4965

**Direct Deposit Agreement Form**

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**Authorization Agreement**

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

Further, I agree not to hold the City of Alva 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 the City of Alva 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.

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**Account Information**

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Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking |  Savings

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**Signature**

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Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check or deposit slip and return this form to the Payroll Department.**

Additional Account Information:

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

**Routing #:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or  Entire Net Amount

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

**Routing #:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or  Entire Net Amount

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

**Routing #:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or  Entire Net Amount

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

**Routing #:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or  Entire Net Amount

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

**Routing #:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or  Entire Net Amount