



CITY OF BALTIMORE

PAYROLL DIRECT DEPOSIT REQUEST

INSTRUCTIONS: 1. Print legibly in ink. 2. Refer to pay stub for Department, Location Codes & Employee ID.
3. Forward to: Central Payroll Division, Rm. 800, 401 E. Fayette St., Baltimore, MD 21202

Social Security Number	Employee ID No.	Last Name	First Name	Middle Initial	Department & Location Code

I authorize the Central Payroll Division to take the following action with my net pay:

(Check Appropriate Box)

Begin Direct Deposit to:
 Change Direct Deposit to:
 Discontinue Direct Deposit

} *Select one:*

Enter Name of Financial Institution: _____

Checking *(Attach voided check)*

Savings

Routing Number _____

Account Number _____

In the event that the Central Payroll Division notifies the financial institution that funds to which I am not entitled were deposited to my account in error, I hereby authorize and direct the financial institution to return said funds to the Central Payroll Division as soon as possible.

CENTRAL PAYROLL DIVISION USE ONLY ABA #	Employee Signature	
Account #	Date	Daytime Phone No.