



## City of Palmer • Department of Finance

231 W. Evergreen Avenue • Palmer, AK 99645

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[www.palmerak.org](http://www.palmerak.org)

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### Authorization Agreement for Direct Deposits (ACH Credits)

City of Palmer ID Number 92-6000194

I (we) hereby authorize the City of Palmer, hereinafter called COMPANY, to initiate credit entries to my (our) (select one):  Checking Account  Savings Account indicated below at the depository financial institution named below, hereafter called BANK, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Bank Name: \_\_\_\_\_

Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such a time and in such a manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Printed Name(s): \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_

**Please attach a voided check, deposit slip, or letter from the bank**

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#### For Office Use Only:

Date Received by HR/Fire/Clerk: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Entered Into Payroll: \_\_\_\_\_ Entered By: \_\_\_\_\_

Date Entered Into Bank System: \_\_\_\_\_ Entered By: \_\_\_\_\_

File original for retention with  PR for emp file  City Clerk's Office for CC/B/C Member's file. Date Received by PR/Clerk's Office: \_\_\_\_\_