

FREDDIE O'CONNELL
MAYOR

METROPOLITAN
GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY



DEPARTMENT OF FINANCE
PAYROLL SECTION

P O Box 196300
NASHVILLE, TENNESSEE 37219-6300

Telephone: (615) 862-6160

Authorization Agreement for Direct Deposit of Payroll

I authorize the Finance Department/Payroll Section and the financial institution(s) listed below to electronically deposit my pay to the specified account each payday.

Employee Name _____
(Please print)

Social Security (Last 4 #) or Employee # _____

Department/School _____ Contact Phone
No. _____

Employee Signature _____ Date _____

Fax 615-880-2805
OR
Mail To
Department of Finance
Metro Payroll Division
P O Box 196300
Nashville, TN 37219-6300

Account Number	Transit Routing Number	Amount / Net	Account Type
			Savings <input type="checkbox"/> Checking <input type="checkbox"/>
			Savings <input type="checkbox"/> Checking <input type="checkbox"/>

You may elect up to 2 accounts. If you elect more than one account one of them must be a flat dollar amount.

If monies to which I am not entitled are deposited in my account, I authorize the Finance Department/Payroll Section to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or until revoked by me in writing or upon my termination of employment.

All new enrollments and changes to your account number or routing number will result in a pre-note. You will receive a check and a pre-note advice. Your direct deposit will start the 2nd pay day after hire if paperwork is turned by the end of the pay period. Upon termination of employment, final earnings will be issued in the form of a check and will not be directly deposited into the above listed account(s).

Tape a voided check here for the above account
(Please do not staple)