

The City of Lake Forest - Direct Deposit Form

Date: _____ Payroll Effective Date: _____

Name: _____ Employee #: _____

Bank Name _____ Account Type: Checking Savings Loan or Mortgage

Routing # _____ Dollar Amount: \$ _____ or %: _____

Account # _____ Use this Account for *Special Checks

Bank Name _____ Account Type: Checking Savings Loan or Mortgage

Routing # _____ Dollar Amount: \$ _____ or %: _____

Account # _____ Use this Account for *Special Checks

Bank Name _____ Account Type: Checking Savings Loan or Mortgage

Routing # _____ Dollar Amount: \$ _____ or %: _____

Account # _____ Use this Account for *Special Checks

*Special Check(s) designation applies to Longevity Bonus (*First Friday in December*) and Sick Leave Buyout checks (*First Payroll in February*). Special checks will only be directed to accounts with the box checked.

This form authorizes The City of Lake Forest to Direct Deposit into the employee's bank account each payroll. If an error occurs, this form authorizes The City of Lake Forest to correct that error.

There is a required first-time test run before the deposit will take effect. It is the employee's responsibility to complete a new form if the bank account information changes. This form is to be sent to Finance no later than the Friday prior to a payroll week. If you have any questions, please call Mark at ext. 3617 or 847-810-3617.

Employee Signature _____ Date _____

Digital Pay Stub Opt-In

Digital pay stubs default to your City of Lake Forest Email, they are encrypted and password protected by the last 4 digits of your SSN. Please note, Digital pay stubs may be sent prior to funds being deposited. Funds are deposited per usual on the Check Date.

Please check to opt-in for digital pay stubs. Yes No

If you prefer the use of a Personal Email, please provide one below.

Personal Email: _____

Please send forms to Mark Krygeris – Finance/Payroll