



City of Tumwater

Direct Deposit

City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4126

Your banking institution may require additional numbers for direct deposit. These numbers don't always show on your check or statement. In order to expedite your request without delay, please contact your bank before completing this form.

TO: Accounting Assistant – Payroll, Finance Department

FROM: _____
(Print first and last name)

(Signature)

DATE: _____

SUBJECT: DIRECT DEPOSIT (**Three direct deposits maximum**)

I would like to start Direct Deposit. Payroll Date: _____

Phone Number: _____

1. **Checking Account** -- in the amount of \$ _____
(Please attach voided check)

Acct Number _____

Bank Name & Routing Number _____

2. **Checking Account** -- in the amount of \$ _____
(Please attach voided check)

Acct Number _____

Bank Name & Routing Number _____

3. **Savings Account** -- in the amount of \$ _____
(Please attach paperwork from your Bank verifying Acct No. & Bank Routing No.)

Acct Number _____

Bank Name & Routing Number _____

4. **Savings Account** -- in the amount of \$ _____
(Please attach paperwork from your Bank verifying Acct No. & Bank Routing No.)

Acct Number _____

Bank Name & Routing Number _____