



CITY OF BALTIMORE

PAYROLL DIRECT DEPOSIT REQUEST

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

Social Security Number	Last Name	First Name	Middle Initial	Department & Location Code
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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:

Select one:

Enter Name of Financial Institution	<input type="checkbox"/> Checking (Attach voided check)
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Municipal Employees Credit Union	<input type="checkbox"/> Checking (Attach voided check)
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Municipal Employees Credit Union	<input type="checkbox"/> Savings
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Discontinue Direct Deposit

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.