



# REDMOND FIRE & RESCUE

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## DIRECT DEPOSIT Authorization Agreement

### Election or Change

*This form must be submitted to payroll no later than 5 business days prior to the effective payroll date; otherwise, this change/election will be effective the next payroll period.*

I hereby authorize the Redmond Fire & Rescue to deposit my net pay into my checking/savings account as indicated below:

First Deposit: Financial Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Type: (check one)    Credit Union    Checking    Savings  
Net Pay Deposit Amount (per pay period): \$\$ \_\_\_\_\_ or    % \_\_\_\_\_

Second Deposit: Financial Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Type: (check one)    Credit Union    Checking    Savings  
Net Pay Deposit Amount (per pay period): \$\$ \_\_\_\_\_ or    % \_\_\_\_\_

I understand this authority is to remain in effect until Payroll has received written notification from me of its termination in such time and in such manner as to afford Payroll a reasonable opportunity to process direct deposit termination.

If funds to which I am not entitled are inadvertently deposited to my account, I authorize Payroll to direct the bank to return such funds. In the case of unrecoverable funds posted to this account beyond the control of the employer, the employee will be responsible for the posting of such funds to this account.

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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Attach Voided Check

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Note: The Redmond Fire & Rescue system deposits payroll funds into the District's financial institution who in turn transfers each individual's direct deposit to that employee's bank. The employee's financial institution is then responsible for the timely posting of employee's deposit. It is the employee's responsibility to notify Payroll of any changes to accounts in a timely fashion.