



Subject: Direct Deposit

From: Accounts Payable / Finance Department

We are pleased to offer you the option of having "Direct Deposit" instead of receiving a paper check. Your funds can be automatically deposited into your bank account.

Please complete the Direct Deposit Authorization form below. You may mail, scan, or fax the form back to us.

City of Tustin / Accounts Payable
300 Centennial Way
Tustin, CA 92780

accountspayable@tustinca.org

FAX = (714) 832-0825

Please be sure to include a voided check to verify your bank account information. You must provide us with an **e-mail address**, as you will be given notification one day prior to a payment being sent to your account. If you have any questions, you can reach the Finance Department at 714-573-3065 or accountspayable@tustinca.org.

REIMBURSEMENT ELECTRONIC DEPOSIT AUTHORIZATION

I hereby authorize the City of Tustin to initiate deposits (credits) and/or corrections to the financial institution indicated. The financial institution is authorized to credit and/or correct the amounts to my account. This authority is to remain in full force and effect until I revoke it by giving ten days prior written notice to the City of Tustin.

Checking Savings

NAME _____ Date _____

Bank Name _____

9 Digit Routing No. _____ Account No. _____

E-mail Address _____

Signature _____ Phone No. _____

THANK YOU FOR YOUR PARTICIPATION