

KODIAK ISLAND HOUSING AUTHORITY
DIRECT DEPOSIT FORM
ELECTRONIC FUND TRANSFER (EFT) AUTHORIZATION

Initial Authorization

SOCIAL SECURITY NUMBER:
NAME:

Change*

Cancellation**

I hereby authorize Kodiak Island Housing Authority to make net payroll deposits to my account as indicated below.

Financial Institution Name	CHECK ONLY ONE
Institution Transit Routing Number	[] SAVINGS *
Account Number	[] CHECKING - attach a voided check
*Provide documentation of account number for account verification.	

I authorize Kodiak Island Housing Authority (KIHA) to initiate, if necessary, debit entries and adjustments for any credit entries made in error to the account I have indicated above. I understand KIHA will make a reasonable effort to notify me within twenty-four (24) hours if a debit entry or adjustment is made against my account. This authority is to remain in full force and effect through the duration of my employment or retirement with KIHA or until KIHA has received written notification from me.

I understand that thirty (30) days notice, in writing, is required if I change financial institutions, account numbers or type of account. I also understand that for the first payroll after such changes are made, I will receive an actual payroll warrant (check), which will be mailed to my current payroll advice (pay stub) address.

I understand that changes to my residence or payroll advice (pay stub) mailing address must be coordinated through my department payroll office.

PAYROLL ADVICE (PAY STUB) DELIVERY METHOD: CHECK ONE

_____ **Do Not** change the current routing of my payroll advice (pay stub).

_____ **Mail to:** _____

**** Cancel Note :** I understand my payroll advice (pay stub) will be sent to my current payroll advice (pay stub) address unless I submit a new Address Authorization Form to my payroll office.

**** Submit this completed form to your payroll office for processing. The processing of this form will take at least two pay periods. Refer any questions to your payroll office.**

SIGNATURE:	DATE:
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(Instructions on back)