

City of Wilmington



Velda Jones-Potter
City Treasurer

Louis L. Redding City/County Building
800 French Street
Wilmington, Delaware 19801-3537
(302) 576-2480
treasurer@wilmingtonde.gov

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT – (DIRECT DEPOSIT FORM)

List all accounts where you wish to have monies deposited. A copy of a voided check or official bank document with a preprinted bank routing number(s) is required with this form. Add Update Delete Change

Name

Social Security Number

Address

City

State

Zip

PLEASE MAKE SELECTION BELOW:

Checking Account

Bank: _____

Acct Number: _____

Routing #: _____

Percentage: _____% **OR** Fixed Amount: \$_____

Bank: _____

Acct Number: _____

Routing #: _____

Percentage: _____% **OR** Fixed Amount: \$_____

Saving Account

Bank: _____

Acct Number: _____

Routing #: _____

Percentage: _____% **OR** Fixed Amount: \$_____

Bank: _____

Acct Number: _____

Routing #: _____

Percentage: _____% **OR** Fixed Amount: \$_____

I hereby authorize and request the City of Wilmington to make payment of any amount owed to me by initiating credit entries to my account(s) indicated above in the financial institution(s) named above.

It is understood that I may terminate this agreement at any time with a written notification to the City of Wilmington.

Signature of Pensioner or Power-of-Attorney

Telephone Number

Date

Return form to the Treasurer's Office Pension Division, City/County Building, 5th Floor, Wilmington, DE 19801

If you have any questions, call the Pension Division at 576-2480.

NOTE: If you move and the "Direct Deposit Advisory Notice" or other mailings are returned undeliverable by the Post Office, your electronic funds transfer authorization will be terminated and the funds held until a signed change of address has been received by the Treasurer's Office Pension Division.