



# Payroll Authorization Form

City of South Padre Island  
4601 Padre Blvd.  
South Padre Island, TX 78597  
Phone: (956) 761-8131  
Fax: (956) 761-3892

Authorization Agreement for Accounts Payable  
Please select ACH Direct Deposit or Payroll card option below. Complete the form and sign in the appropriate section.  
Any future changes will require a new form to be completed.

## ACH Direct Deposit

I hereby authorize the City of South Padre Island to initiate deposits (ACH payments) to the above named financial institution and bank account. I understand that these monies will not be available until the Wednesday morning following the normal Tuesday pay day.

Financial Institution Name (Depository): \_\_\_\_\_

Type of Account:

Routing (ABA) #: \_\_\_\_\_

Savings  Checkings

Account #: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Employee Authorized Signature: \_\_\_\_\_

Department / Division: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

## Payroll Card

I hereby authorize the City of South Padre Island to deposit my salary in a Payroll Card Provided by IBC.



Employee Name (Print): \_\_\_\_\_

Employee Authorized Signature: \_\_\_\_\_

Department / Division: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_