

## Sign up for Direct Deposit of Funds

**By becoming a Citibank at Work customer, you are eligible to receive banking and financial benefits. To activate your benefits, just sign up for Direct Deposit by completing this form.**

**Note:** Many employers provide or require the use of their own form in order to set up a direct deposit. If your employer/fund originator does not provide a form, please complete this direct deposit form and submit it to your employer/fund originator. This authorization form is valid only to initiate a direct deposit of funds to a Citibank account. Participation in direct deposit is contingent upon your employer or fund originator offering the service and your eligibility to participate.

### Follow These Easy Steps:

1. Complete all entries on this Direct Deposit Authorization Form.
2. For existing Checking Accounts: Attach a personal check with the word **"VOID"** written in large letters in ink across the front. Do not sign the check.
3. Sign and date the form.
4. Submit to your employer or other fund originator.

I authorize \_\_\_\_\_ (Employer/Fund Originator) to initiate credit entries and, if necessary, to initiate any debit entries and adjustments to correct any erroneous credit entries to my account at Citibank.

I understand that this authorization will remain in full force and effect until the company named above has received written notification from me of its termination in such time as to afford the company and depository a reasonable opportunity to act.

Financial Center Number or Name: \_\_\_\_\_  
(Can be found on your checks or contact your Citibank at Work Representative)

Financial Center Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(Can be found on your checks or contact your Citibank at Work Representative)

Account Number: \_\_\_\_\_  Checking Account  Money Market Account  Savings Account

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

Employee ID # or Social Security # \_\_\_\_\_ Employee Work Phone #: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

**Citibank ABA Number:** \_\_\_\_\_ (The first 9 digits located at the bottom of your check or see below)

**ABA Numbers for U.S. Citibank Financial Centers:** • NYC, Westchester & Rockland County & Long Island 021000089 • New Jersey 021272655 • Upstate NY/Buffalo 022000868 • Upstate NY/Rochester 022310422 • Connecticut 221172610 • Maryland 052002166 • Virginia/Washington DC 254070116 • Florida 266086554 and 067004764 • Illinois 271070801 • Texas 113193532 • Nevada 122401710 • Northern California 321171184 • Southern California 322271724 • Central California – Refer to your checks for ABA# or ask your Financial Center.

### Faster

With Direct Deposit, your paycheck is deposited directly into your account. No waiting for your check to clear or worrying about getting to the bank.

### Safer

Direct Deposit is a direct credit from your employer to your bank account and is the safest way to deposit your paycheck. Never worry about paychecks getting misplaced, lost or stolen.

### Smarter

Direct Deposit is convenient. Regardless of the weather, vacation plans, a sudden illness – your money will always make it to the bank... even when you can't.

**Best of all, Direct Deposit is FREE!**

## **DIRECT DEPOSIT: Faster, Safer, and Smarter!**

---

### Frequently Asked Questions:

**Q: *How do I know if my pay has been deposited into my account?***

A: You will receive a pay stub from your company advising you of the amount that has been deposited, instead of the actual check.

**Q: *Whom do I contact if my funds are not available in my account?***

A: If Citibank or your credit union cannot answer your question, contact your Payroll coordinator.

**Q: *Can I direct deposit a portion of my check and receive the remaining amount in a check?***

A: No, you must direct deposit all of your pay.

**Q: *How soon is my money available?***

A: The morning of pay day your funds are already in your account and available for withdrawal, without any holds or delays.

**Q: *Can I send a deposit slip instead of a voided check with my Direct Deposit form?***

A: No, not all financial institutions include the correct account/routing number on deposit slips.

**Q: *Where can I call if I have any bank-related questions?***

A: You can always pick up a touch-tone phone and get in touch with your finances for free. Citiphone Banking® is here 24 hours a day/7 days a week or just call 1-800-321-CITI. You can check your balance, review where your money is going, and make transfers between your accounts.

**Take advantage of the convenience of Direct Deposit.  
The sooner you start, the sooner your money can be there for you.**