



INSTRUCTIONS: 1. Fill out and sign electronically. 2. Refer to your pay stub for department, location code & employee ID 3. Email to Central Payroll

Social Security Number	Employee ID Nbr	Last Name	First Name	MI	Dept/Loc
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I authorize the Central Payroll Division to take the following action with my net pay:

(Check Appropriate Box)

Account #
Begin/New Direct Deposit to:
Attach voided check for starting new or Direct Deposit Authorization form
Discontinue Direct Deposit To:
Account #
Begin/New Direct Deposit to:
Attach voided check for starting new or Direct Deposit Authorization form
Discontinue Direct Deposit To:
Account #
Begin/New Direct Deposit to:
(Attach voided check for starting new)

Enter Name of Financial Institution:	
Checking	Routing Number
Dollar Amount	Account Number
Savings	Routing Number
Dollar Amount	Account Number
Enter Name of Financial Institution:	
Checking	Routing Number
Dollar Amount	Account Number
Savings	Routing Number
Dollar Amount	Account Number
Wisely Pay Card Address:	
Dollar Amount	

In the event that the Central Payroll Division notifies the financial institution that funds to which I am not entitled to were deposited to my account in error, I hereby authorize and direct the financial institution to return said funds to the Central Payroll Division as soon as possible.

I authorize my employer (or its payroll service provider) to initiate credit entries each pay date to deposit my pay (either net or a portion thereof) into the checking, savings or Wisely Pay Card account selected in this election and consent (the "Account"). If funds to which I am not entitled are deposited to my Account, I authorize my employer (or its payroll service provider), to initiate any action to reverse or correct an erroneous credit entry to my account and to direct the bank to return said funds to my employer (either directly or through its payroll service provider), to the extent permitted by applicable law.

By signing this form, I am authorizing Baltimore City Government Central Payroll Division to enroll me in Direct Deposit so that I can use the bank account that is selected by me. I also confirm my authorization to be paid through the Wisely Pay Card is fully voluntary. I acknowledge I have received and read the Wisely Pay Card Fee Schedule, Cardholder Agreement, and Privacy Notice. I understand that in order to use the Wisely Pay Card, I will need to accept and agree to the cardholder Agreement and to pay the fees as indicated on the Fee Schedule by activating my Wisely Pay Card.

By electing Wisely Pay Card as my wage payment choice, I am consenting to provide my personal information to Wisely Pay to enroll in and request a Wisely Pay Card, IMPORTANT INFORMATION ABOUT APPLYING FOR A NEW PREPAID CARD ACCOUNT - To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open a Wisely Pay Card account, the Card vendor may require your name, address, date of birth, Social Security number, tax identification number and other identification that will allow the vendor to identify you. The Card vendor may also ask to see your driver's license or other identifying documents. You will not be subject to a credit check.

For Central Payroll Use Only	Employee Signature	Printed Name
Account #	Date:	Phone Number

