

# Global Executive Banking

## Direct Deposit Form

### This form helps you put Direct Deposits right into your account at Global Executive Banking.

Use this form to instruct your employer, or other income sources, to redirect recurring deposits, like payroll, into your Citibank account\*.

#### Follow these easy steps:

1. Complete all entries on this Direct Deposit Authorization form.
2. Sign and date the form.
3. Submit to your employer or other fund originator.

#### HELPFUL INFO

##### • TRACK YOUR REQUEST

To confirm that your check is being deposited into your Citibank account, go to [www.citibankonline.com](http://www.citibankonline.com), check your statement or call CitiPhone Banking®.

##### • PLAY IT SAFE

Direct deposit should take effect within three deposit periods – if you don't see it by then, contact your employer. Keep your old account open until all direct deposits have been switched to your new Citibank account.

EMPLOYEE NAME (PLEASE PRINT):

EMPLOYEE ID OR SOCIAL SECURITY NUMBER:   
(provide only if required by your employer)

EMPLOYEE WORK PHONE NUMBER:

I wish to deposit to my Citibank account: (CHECK ONE)

ENTIRE NET PAY     \_\_\_\_\_% OF NET PAY     SPECIFIC AMOUNT: \$ \_\_\_\_\_

CHECKING ACCOUNT NUMBER:

CITIBANK BRANCH ADDRESS:

CITY, STATE, ZIP CODE:

CITIBANK NY ABA ROUTING NUMBER:

I authorize   
EMPLOYER OR 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.

SIGNATURE:       DATE:

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

\*This authorization form is valid only to initiate a direct deposit of funds to a Citibank account opened through Global Executive Banking. Participation in direct deposit is contingent upon your employer or fund originator offering the service and your eligibility to participate. Note that some organizations or companies (like Social Security) may require you to use a special form. Contact your employer or income source to make sure no other forms are required.

Global Executive Banking is a service of Citibank, N.A., providing banking and borrowing products and services.



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