



**CITY OF PORTLAND**

**Mail To: Payroll Services-106/404**

**AUTHORIZATION TO OPT OUT OF PAYROLL EMPLOYEE EXPENSE  
REIMBURSEMENT DIRECT DEPOSIT AND ELECTRONICALLY PAY  
STATEMENTS**

HR Administrative Rule 8.04 states that all newly hired City employees will receive their compensation through direct deposit to their designated financial institution. Itemized wage (remittance) statements will be available electronically through Portland Online. City of Portland employee's expense reimbursements also will be deposited automatically into checking and/or savings accounts. In addition HRAR 8.04 provides City employees an option to opt out of Direct Deposit and/or Electronic Pay Statements.

Advantages of the Direct Deposit Program and electronic pay statements include:

- Saves time and effort in cashing or depositing checks.
- Ensures regular deposit of funds in the event of travel, illness or vacation.
- Eliminates lost, stolen or misplaced checks and ensures availability of funds on payday.
- More itemized information than paper statements, and are accessible and printable from any computer.

Features of the Direct Deposit Program include:

- Flexibility which allows specifying fixed dollar amounts or percentages of net payroll to multiple accounts.
- Permits up to four fixed amounts or percentages split between accounts per pay period for payroll purposes.
- For employee expense reimbursements your main bank account will be used (no options).
- Although limited to accounts with Automated Clearing House (ACH) financial institution members, most banks, credit unions, savings and loans and large investment firms are ACH Members.

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Name: \_\_\_\_\_ Personnel No: \_\_\_\_\_

Bureau: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

I hereby authorize the City of Portland to:

\_\_\_\_\_ **Change** the method of payment from Direct Deposit to a paper payroll check.

\_\_\_\_\_ **Change** my electronic wage statement to a printed paper copy wage statement.

Signature: \_\_\_\_\_ Phone Number \_\_\_\_\_