



# CITY OF NEWPORT BEACH Contract Instructor Direct Deposit Form

NEW

CHANGE

CANCEL

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

I authorize the City of Newport Beach to initiate credit entries to the **Checking**   
**or Savings**  account provided below. If necessary, a debit entry may be made  
to correct an erroneous credit and/or overpayment made to the account.

### FINANCIAL INSTITUTION ACCOUNT INFORMATION

**Please attach a voided check or a direct deposit form from your bank  
with the account and routing numbers.**

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This authority will remain with the City of Newport Beach until a written notification is made  
to the City to terminate this direct deposit arrangement.

I am a Current Instructor. Vendor #: \_\_\_\_\_

I am a NEW Instructor

NAME \_\_\_\_\_

COMPANY (if applicable) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

E-MAIL ADDRESS/TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Please note: New Direct Deposit transactions (not changes to existing accounts) are tested to ensure the set-up is accurate.

Please mail or walk-in your form and attached check to: Recreation & Senior Services Department  
Attn: Administrative Support Specialist  
100 Civic Center Drive, Bay E  
Newport Beach, CA 92660