



The Maryland-National Capital Park and Planning Commission

6611 Kenilworth Avenue, Suite 204
Riverdale, Maryland 20737 - [Questions ONPOINT](#)

Direct Deposit Authorization Form

Important:

If you are starting direct deposit for the first time OR selecting “Change All Accounts,” you must complete Default Bank Account, Bank Accounts 2 and 3 are optional. You must maintain at least one bank deposit account. **Submit this form with the required documentation to [ONPOINT](#)**

Employee Information

Employee Full Name: _____

M-NCPPC Employee ID Number: _____

Last 4 Digits of SSN: _____

Daytime Phone Number: _____

Required Documentation

Please attach the following:

- ☐ Copy of State Driver’s License or Government-issued ID (e.g., Passport)
- ☐ Copy of voided check OR bank direct deposit authorization for each listed bank account.

New or Changing Your Direct Deposit

Select one:

Start Direct Deposit

Change All Accounts (replaces all existing direct deposit information.)

Add New Account(s) (existing accounts remain unchanged, deposit amounts change.)

Remove an Account (one bank account must remain active, remaining account(s) must equal 100%)

Default Bank Account: Required for New or for Changing Direct Deposit

Bank Name: _____

Routing Number (9 digits): _____

Account Number: _____

Account Type: **Checking** **Savings**

Fixed Dollar Amount: \$ _____ **or Percentage:** _____ %

Bank Account 2: Optional - Partial Deposit

Bank Name: _____

Routing Number (9 digits): _____

Account Number: _____

Account Type: **Checking** **Savings**

Fixed Dollar Amount: \$ _____ **or Percentage:** _____ %

Bank Account 3: Optional - Partial Deposit

Bank Name: _____

Routing Number (9 digits): _____

Account Number: _____

Account Type: **Checking** **Savings**

Fixed Dollar Amount: \$ _____ **or Percentage:** _____ %

Employee Authorization

I certify that:

- All listed accounts are located in the United States.
- My name appears on each account.
- I am an authorized signer on each account.

I authorize **The Maryland-National Capital Park & Planning Commission (M-NCPPC)** to deposit my payroll into the account(s) listed on this form

If funds are deposited in error, I authorize M-NCPPC and the financial institution(s) to return those funds. If recovery through the bank is not possible, I authorize M-NCPPC to recover those funds from future payments until the full amount is repaid.

I understand:

- This authorization replaces any previous direct deposit authorization.
- It remains in effect until I submit a written revocation.
- I must notify Payroll and Accounts Payable before closing any listed account.
- My payroll statements, and tax documents, will be delivered electronically.
- I must register at the [Document Self-Service](#) to view payroll statements and tax documents.

Employee Signature: _____

Date (MM/DD/YYYY): _____