

JOHN COOPER
MAYOR

METROPOLITAN
GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY



DEPARTMENT OF FINANCE
PAYROLL SECTION

P O Box 196300
NASHVILLE, TENNESSEE 37219-6300

Telephone: (615) 862-6160

Pension Authorization Agreement for Direct Deposits

I authorize the Finance Department/Payroll Section and the financial institution(s) listed below to electronically deposit my pay to the specified account each payday.

If monies to which I am not entitled are deposited in my account, I authorize the Finance Department/Payroll Section to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or until revoked by me in writing.

Your first pension payment will be processed as a pre-note. You will receive a check and a pre-note advice. Your direct deposit will start with your 2nd pension check. Any changes to your account will result in a pre-note. You will receive a check and a pre-note advice the next pension payment date, then the following month it will deposit into the new account.

Type of Account (Select One) _____ Checking _____ Savings

Name of Financial Institution _____

Employee Name _____
(Please print)

Social Security (Last 4 #) or Pension ID # _____

Employee Signature _____ Date _____

**Mail or hand deliver
only:**

**Department of Finance
Payroll Section
P O Box 196300
Nashville, TN 37219-6300**

Tape a voided check here for the above account
(Please do not staple)