

# Enroll in Direct Deposit and GREENSLIPS

You are encouraged to receive your City of Chicago wages by electronic funds transfer **Direct Deposit** straight to your bank account **AND** get 24/7 access to your wage details and W2 statements through **GreenSlips**.

**Direct Deposit and GreenSlips are secure, electronic, convenient, and environmentally sustainable alternatives.**

## Direct Deposit

- Provides the assurance of timely payments, on-demand access to payment details,
- Eliminates delays in the availability of your wages, even when you are out-of-town and cannot go to the bank, and
- Offers a simple and easy sign up. Just submit this form to get started!

**GreenSlips** provides secure, online access your paycheck details.

- Allows you to view and keep track of your paystubs and W2s, and verify voluntary payroll deductions and exemptions,
- Displays supplemental information regarding up-to-date benefit accrued time, and
- Offers a quick and easy way to provide proof of income when making major purchases such as new car or refinancing a home.

Click here to join GreenSlips!

[https://www.chicago.gov/city/en/depts/fin/supp\\_info/GreenSlips.html](https://www.chicago.gov/city/en/depts/fin/supp_info/GreenSlips.html)

For Direct Deposit, Attach Your Voided Check Here

Return this form and voided check to Comptroller's Office,  
Payroll Division, 333 S. State Street, Suite 320, Chicago, IL  
60604. (312) 745- 2278 or Fax (312) 745- 3540

**Instructions:** Complete the form below and attach an unsigned, voided check from your bank account to verifying your bank routing and account numbers.

**PLEASE PRINT CLEARLY**

If at any time I believe that an error has occurred in my payroll direct deposit amount, I agree to immediately notify my supervisor and the Comptroller's Office listed on the opposite page. If the City discovers that any adjustments, corrections, or necessary changes need to be made to a direct deposit amount, it will do so in accordance with applicable law, including notifying the employee of any need to make such adjustment or correction.

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Employee last 4 digits of Social Security \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Dept Name \_\_\_\_\_ Payroll Number \_\_\_\_\_

Work Phone Number \_\_\_ - \_\_\_ - \_\_\_\_\_

Home Phone Number \_\_\_ - \_\_\_ - \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Routing (9 digits) \_ \_ \_ \_ \_

Account Type (check one): Checking Account  Savings Account

Bank Account # s \_ \_ \_ \_ \_

Check here if you choose to OPT OUT of Direct Deposit

Check here if you choose to OPT OUT of GreenSlips

Required Signature \_\_\_\_\_ Date \_\_\_\_\_

Is this a new participant request?

Is this a change in existing DD?

Cancel an existing DD?