



City of Huntington Beach Retiree Electronic Credit Authorization Form (ACH)

☐ New Application ☐ Updated Information ☐ Address Change Only

Retiree Name:		Social Security No. – Last 4 digits
Mailing Address:		
City:	State:	Zip Code:
Telephone Number:		
Email Address:		
Retiree Signature:		Date:

A voided check, direct deposit form or a letter from your financial institution that confirms the routing and account numbers must be attached below.

- ☐ **Checking** – Copy of voided check is **MANDATORY**. Please attach below to this form.
- ☐ **Savings** – Please attach the direct deposit form or letter from your financial institution that provides your full account name, account number and routing number. The letter must be written on bank letterhead, signed by an employee of your financial institution.

The image shows a sample voided check from AnyBank. The check is dated 1001. The payee is JOHN DOE, 444 Main Street, AnyTown, US 12345-6789. The amount is \$1001. The check is marked with a large 'SAMPLE' watermark. The routing number is 210004970 and the account number is 234567890. The check is voided with a red line through the center.

Routing Number Account Number

If you have any questions, please contact Colin Stevens, Treasury Manager, at (714) 375-5089.

Return completed form to:
City of Huntington Beach
Finance Department – Jennifer Anderson
P.O. Box 190
Huntington Beach, CA 92648-0190

Internal Use Only

Received by HR and verified By: _____ date: _____ Supplier #: _____
Banking information confirmed by City Treasurer's Office By: _____ date: _____
Received by Finance and input into system By: _____ date: _____
Pre-note Processed By: _____ date: _____