

**HR ENDORSEMENT FORM
FOR CITI AT WORK PAYROLL ACCOUNT OPENING**

TO : Citibank NA

FROM
[Company Name]: _____

DATE : _____

SUBJECT : OPENING OF CITI AT WORK PAYROLL ACCOUNT

Please open/convert the payroll account for the following employee, with the following details:

Name of Employee _____

Department/Unit _____ Position _____

Date Hired _____ Monthly Gross Income: _____

Type of Account () Citi At Work **Savings Account** () Citi At Work **Checking Account**

Residence Address: _____

Permanent Address: _____

Thank you.

Endorsed by:

Human Resources

Signature over Printed Name