

Payroll Direct Deposit Authorization

Type of Transaction (check one): New Change Cancel

Last Name: _____ First Name: _____

To sign up to have your pay direct deposited into **ONE account only**:

- Complete Box 1 (PRIMARY ACCOUNT) only if you want 100% of your pay to go to this account.

To sign up to have your pay direct deposited into **TWO or MORE accounts**:

- Complete Boxes 2 thru 5 for each account into which you want to deposit a specific amount.
- Complete Box 1 (PRIMARY ACCOUNT) for the account into which you would like the balance of your check deposited.

Changing or closing an account: It is **IMPERATIVE** that you notify Payroll prior to closing an account. If your bank notifies you of any changes in routing numbers or your account number, you **MUST** notify Payroll immediately. If you change, add, delete an account, you must submit a new form identifying how your entire pay is to be deposited. Failure to notify Payroll of account number changes could result in a delay in paying you.

For **CHECKING** accounts, attach a voided check to this form.

For **SAVINGS** accounts, contact your financial institution and ask for a Routing/Transit number and your account number to be used for ACH/Direct Deposit purposes.

B O X 1	PRIMARY ACCOUNT	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
	Routing Number:	_____	Account Number:	_____	
	Account/Bank Name:	_____			

B O X 2	ACCOUNT #2	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: \$ _____
	Routing Number:	_____	Account Number:	_____	
	Account/Bank Name:	_____			

B O X 3	ACCOUNT #3	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: \$ _____
	Routing Number:	_____	Account Number:	_____	
	Account/Bank Name:	_____			

B O X 4	ACCOUNT #4	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: \$ _____
	Routing Number:	_____	Account Number:	_____	
	Account/Bank Name:	_____			

B O X 5	ACCOUNT #5	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: \$ _____
	Routing Number:	_____	Account Number:	_____	
	Account/Bank Name:	_____			

I have authorized the County of _____ and the financial institution(s) listed above to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account(s).

Signature: _____ Date: _____

Distribution:

Original to Payroll

Employee should retain a copy for their records