

DIRECT DEPOSIT INFORMATION

To participate in direct deposit, you must complete an authorization agreement form. Instead of a paycheck, you will receive an earnings statement which reflects the same information that would have been shown on your paycheck stub. Every effort will be made to deposit the funds into your account on the normal payday. However, there may be circumstances, beyond our control that may delay this deposit. Prepays and early releases will not be available to those who are on direct deposit.

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Using the example on the bottom of the form, fill in your checking or savings account number, the transit number and the name of your financial institution. You may choose to have your whole net paycheck deposited to one account or have it spread over 2 or 3 accounts. If you want to use more than 1 account, you must tell us how to divide your net check. Please indicate whether each account is a checking or savings account.

For example, you have 2 accounts at Federal Bank and 1 account at State Bank. You have decided that you want \$100 to go into your savings account at Federal Bank, \$200 to go into your savings account at State Bank and the remainder of your paycheck to go into your checking account at Federal Bank. For Account Number 1, you must fill in the information for your checking account at Federal Bank. You then fill in the information and dollar amounts for your savings amounts at Federal Bank and State Bank for Account Numbers 2 and 3.

Staple a voided blank check or savings account deposit slip for each account on the bottom on the form. Give the form to your payroll clerk or to Central Payroll in Room 414, City-County Building.

MAKING CHANGES

A new authorization agreement must be completed if you want to change account numbers, financial institutions or amounts. These forms may be obtained from your payroll clerk or Central Payroll.

TERMINATING DIRECT DEPOSIT

Complete a Direct Deposit Termination form which may be obtained from your payroll clerk or Central Payroll. If you terminate your direct deposit, you may not re-enroll for 6 months.