



DIRECT DEPOSIT

Direct Deposit Program is required for all County Employees effective November 1, 2013

1. Fill in your account information.
2. Sign and date the form.
3. Attach a voided check or other documentation from financial institution.
4. Return the form to the payroll department.

After your account information has been verified, Direct Deposit will begin.

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Type of Account: checking savings

Name

Account Number

Financial Institution

Branch (include City and State)

Signature

Date

MAKE SURE TO STAPLE VOIDED CHECK!!!