



### **DIRECT DEPOSIT**

***It's fast.*** Your money will be in your account on payday whether you are sick, on vacation, or just too busy.

***It's safe.*** Your paycheck cannot be stolen or lost.

***It's reliable.*** You will still get a pay stub to show that your account has been credited.

### **DIRECT DEPOSIT CAN BE SENT TO ANY FINANCIAL INSTITUTION!!**

I would like to have direct deposit. I have attached a voided check. (Must have voided check)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Return to the Auditor's Office. Please note that the first payroll has to go as a test. The direct deposit will actually be done with the second payroll after you authorize the deposit. PLEASE NOTE: THE COUNTY IS NOT RESPONSIBLE FOR ANY OVERDRAFTS OR PROBLEMS WITH ACCOUNTS.

### **CHANGE OR STOP DIRECT DEPOSIT**

I wish to stop direct deposit effective \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have changed banks, please change direct deposit information. I have attached a voided check for the new bank. (Please note that this will be like starting over and the first pay will go as a pre-note)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date