

## DIRECT DEPOSIT AUTHORIZATION AGREEMENT

When your paycheck is deposited directly to checking or savings, you ease your busy schedule by avoiding a trip to the bank. This is very helpful for persons who work late shifts and it is difficult to get to the bank. Your check can never be stolen, lost or destroyed. Deposits are made even if you are on vacation, traveling or ill.

It is easy to get started with direct deposit. Simply fill out the authorization below, sign it and send it to the Department of Administration (Payroll Office). Each pay period you will receive a Direct Deposit Advice (similar to a check stub) indicating the amount you earned, taxes and any other deductions and the automatic deposit amount.

The direct deposit will actually begin the 2<sup>nd</sup> payday after the Department of Administration office receives the completed form.

**PLEASE NOTE:** The money is sent to your bank on payday, but will be deposited according your individual bank's time schedule and **may not be available until the following day.**

***You have the ability to deposit in two different accounts. Those accounts may be at different banks as well. Just please assign a flat dollar amount to your first account and then the remaining amount will be deposited in your second account.***

### ATTACH A VOIDED BLANK CHECK HERE FOR EACH ACCOUNT

**Do not use deposit slip unless you are depositing into a savings account**

1)

2)

3)

**Please complete back side of this form!**

I authorize Polk County Government and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account. However, in the event there is an error in an individual employee's payroll the County will not withdraw funds from an employee's account(s) without making contact with the employee.

**1<sup>st</sup> Account**

Please Circle:                      Checking Account              Savings Account

Dollar Amount to be Deposited              \$ \_\_\_\_\_

**(The remaining amount will go to the second account)**

This authority will remain in effect until I have cancelled it in writing. \_\_\_\_\_  
Date

\_\_\_\_\_  
*Financial Institution*

\_\_\_\_\_  
Name - print

\_\_\_\_\_  
*City*                                      *State*

\_\_\_\_\_  
*Signature*

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER INFORMATION

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**2<sup>nd</sup> Account**

Please Circle:                      Checking Account              Savings Account

Dollar Amount to be Deposited              \$ \_\_\_\_\_

**(The remaining amount will go to the second account)**

This authority will remain in effect until I have cancelled it in writing. \_\_\_\_\_  
Date

\_\_\_\_\_  
*Financial Institution*

\_\_\_\_\_  
Name - print

\_\_\_\_\_  
*City*                                      *State*

\_\_\_\_\_  
*Signature*

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER INFORMATION

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**3<sup>rd</sup> Account**

Please Circle:                      Checking Account              Savings Account

**(the remaining amount will be deposited in this account)**

This authority will remain in effect until I have cancelled it in writing. \_\_\_\_\_  
Date

\_\_\_\_\_  
*Financial Institution*

\_\_\_\_\_  
Name - print

\_\_\_\_\_  
*City*                                      *State*

\_\_\_\_\_  
*Signature*

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER INFORMATION

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