

# Payroll Direct Deposit Authorization

Type of Transaction (check one):       New       Change

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.

If you wish 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.

<b>Box 1 – PRIMARY ACCOUNT</b>	ACCOUNT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Routing Number: _____	Account Number: _____		
Bank Name: _____			

<b>Box 2 – ACCOUNT #2</b>	ACCOUNT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount \$ _____
Routing Number: _____	Account Number: _____			
Bank Name: _____				

<b>Box 3 – ACCOUNT #3</b>	ACCOUNT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount \$ _____
Routing Number: _____	Account Number: _____			
Bank Name: _____				

<b>Box 4 – ACCOUNT #4</b>	ACCOUNT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount \$ _____
Routing Number: _____	Account Number: _____			
Bank Name: _____				

<b>Box 5 – ACCOUNT #5</b>	ACCOUNT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount \$ _____
Routing Number: _____	Account Number: _____			
Bank Name: _____				

I have authorized the Jackson County 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).

Jackson County issues ACH pay stubs by electronic mail (E-mail). Please indicate the email address your deposit stub should be emailed to here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.