

# Authorization Agreement for Direct Deposit of Paycheck

One authorization form required for each Action

Effective Date: \_\_\_\_\_ (ASAP OR specific date)

(Note: Each new account will go through a pre-note process that will take at least one full two week payroll cycle.)

**New Checking Account:** Attach a copy of a voided check or a document from the bank with your name, account number, routing number. (Deposit Slip not acceptable).

**New Savings Account:** Attach document from institution with your Name, Account Number, & Bank Routing Number. (Deposit Slip not acceptable).

**Change Existing Account:** Check only if you are changing dollar amount of Partial Deposit. If you are changing banks, you **MUST** cancel the existing account.

**Cancel Account:** Payroll must cancel direct deposits **BEFORE** you cancel your account at the bank.

I hereby authorize Livingston County to directly deposit my paycheck (or portion of) into my account at the depository named below.

**Type of Account (Please check one):**

Checking

Savings

**Deposit Instructions (Please check one):**

full deposit

**OR**

Partial deposit of \$ \_\_\_\_\_ Per Biweekly Pay

I hereby authorize \_\_\_\_\_  
(Financial Institution Name)

to allow direct deposits from Livingston County into the account number listed below.

**ACCOUNT NUMBER** \_\_\_\_\_

**BANK TRANSIT/ABA NUMBER** \_\_\_\_\_

(Located at the bottom of your check to the left of your account no./check with financial institution for savings info.)

If funds to which I am not entitled are deposited to my account, I authorize the County to direct the financial institution to return said funds to the County.

Employee Name (print or type) \_\_\_\_\_ Dept \_\_\_\_\_

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

Last 4 digits of Social Security# (required) XXX-XX \_\_\_\_\_ **Date:** \_\_\_\_\_

This authorization is to remain in effect until the Livingston County Clerk receives the employee's written notification to terminate this agreement or upon termination of employment.

***Staple and return form with voided check or bank document to the Payroll Department***

NOTES: