

PAYROLL DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Direct deposit is mandatory and is a condition of employment for employees of Madison County

Print Employee Full Name

Social Security Number

Direct Deposit is the automatic transfer of funds from the County's bank account to an individual's checking or savings bank account. In filling out the agreement, please note the following:

- ❖ Employees can designate that their payroll check be deposited into multiple accounts. If you desire to have an additional direct deposit a specific flat amount needs to be designated. *The system is not equipped to have two accounts with the same routing and same account number (even if one is a checking and one is a savings).*
- ❖ If an employee changes banks they must advise the Finance Department **immediately** so a new authorization form can be completed and processed prior to the next payroll date. Otherwise, the employee's paychecks will be deposited in an invalid account.

I hereby authorize **Madison County, a Government Entity**, hereinafter called Company, to initiate credit entries and, if necessary, debit correction entry to my Checking Account or Savings Account indicated below at the depository institution named below, hereinafter called Depository, and to credit the same to such account. I acknowledge that the organization of ACH transactions to my account must comply with the provisions of US law.

Employee Signature

Date

Primary Account	This is where your entire paycheck or balance is deposited after the % or \$ amount is deducted from second and third accounts listed below		
<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing Transit #: _____ Account #: _____ Bank Name: _____ Bank City, State: _____	% _____ or \$ _____

Secondary Account	Optional		
<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing Transit #: _____ Account #: _____ Bank Name: _____ Bank City, State: _____	% _____ or \$ _____

Third Account	Optional		
<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing Transit #: _____ Account #: _____ Bank Name: _____ Bank City, State: _____	% _____ or \$ _____