



## PLEASE READ THIS CAREFULLY

All information on this form is required. The information will be used to process payment data from the County to the financial institution indicated in Section 2 on the front side of this form. Failure to provide the requested information may affect the processing of this form and delay or prevent the receipt of payments through the DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER program.

### CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the employee by written notice to the County in an appropriate manner.

The agreement represented by this authorization may be cancelled by the financial institution. The employee must immediately advise the County if the authorization has been cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the County but may at its own discretion refuse to accept a DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER.

The agreement represented by this authorization may be cancelled by the County.

In the event of a cancellation, the employee will receive a paycheck in lieu of the deposit.

### CHANGING FINANCIAL INSTITUTIONS OR ACCOUNT WITHIN THE SAME FINANCIAL INSTITUTION

To effect a change, the employee must complete and submit a new authorization form. A change of financial institution will automatically cancel the existing authorization and update the new information. This change will not interrupt your direct deposit.

A change of account within the same financial institution will not interrupt your direct deposit.



I understand that I am solely responsible for notifying the payroll section of the Finance Department of any changes in the information presented on the face of this agreement. I also understand and agree to the following:

1. In the event that a direct deposit cannot be accomplished for any pay period, I will receive a regular paycheck on the date it is due.
2. If there is an over deposit in my account, my next payroll deposit will be adjusted accordingly; or I will refund the full amount of the deposit and a payroll voucher will be issued for the correct amount; or the deposit will be stopped and payroll voucher will be issued for the correct amount after confirmation from the Federal Reserve Bank that the funds have been returned.
3. Should there be an under deposit to my account, my next payroll deposit will be adjusted accordingly or a payroll voucher will be issued for the under payment if deemed necessary.
4. If the financial institution closes my account or rejects my deposit for any reason, I will receive a payroll voucher only upon confirmation from the Federal Reserve Bank that the refunds are being returned to the County's bank account.
5. I agree to hold my employer harmless for all consequential changes.