



Union County Government
Authorization for Direct Deposit

Print Employee Name

Date

Social Security Number

I hereby authorize Union County Government to deposit my net pay with the institution below for credit to my account and understand that this authorization will remain in effect throughout my employment unless cancelled by Union County, myself or the financial institution. I have read and understand the regulations below on this form regarding electronic funds transfer and agree to abide by the same.

Full name and address of Financial Institution

Blank lines for financial institution name and address

Amount to be deposited

Account Number

Checking Savings

Routing #

Full name and address of Financial Institution

Blank lines for financial institution name and address

Amount to be deposited

Account Number

Checking Savings

Routing #

Employee Signature

By signature above, I authorize Union County Government to initiate credit entries and to initiate, if necessary, debit entries and adjustments for my credit entries in error to my account as indicated on form and the financial institution named above, to credit and/or debit to such account.

ATTACH A VOIDED CHECK FOR EACH ACCOUNT, if no check is available please provide an official bank document showing Routing and Account Number (NO DEPOSIT SLIPS ACCEPTED)

- 1. Financial Institution as used on this form means the employees bank, savings & loan, credit union, or similar establishment.
2. The payroll deposit authorized by the employee's signature on this form is accomplished by electronic funds transfer and is covered by a number of regulations designed to safeguard the integrity of the employee's account.
3. Union County assumes no responsibility for any relationship between the employee and his/her financial institution except to accurately provide the employees account number given above, with the deposit to the financial institution(s) involved.
4. Any and all account changes must be in writing and provided to the County One Week prior to a scheduled pay day.

