

A voided check must be attached. If you do not have checks for your account we require a document from your bank with the routing number and account number verified by a bank official. If a voided check or bank document is not attached we cannot ensure that your deposit will process. A separate form is required for each financial institution.

WHITMAN COUNTY DIRECT DEPOSIT AUTHORIZATION FORM

The attached document is for the account that the deposits will be made to, and will be used to verify all financial external routing and transit information.



I, the undersigned, do hereby authorize Whitman County to automatically deposit the amount indicated into my account at the financial institution indicated below.

Employee Name: _____

Department: _____

Name and address of financial institution: _____

Account Number _____

Please check **all** that apply (read all selections, not all may pertain to your situation):



- Checking Account
- Savings Account
- Second Checking Account



- New Account
- Replacing Account*
- Second Savings Account

***If Replacing Account:** Bank and account number being replaced:

Effective Date: _____ Month _____ 1st _____ 16th _____ 20_____

If Second Deposit, amount of Deposit _____

(Signature) (Date)

<p>For official use only:</p> <p>Date Received in Human Resources: _____</p> <p>Entered by: _____</p>

Human Resources must receive this completed form before the 12th of the current month to be in effect on the 10th of the following month's payroll. Human Resources must receive this completed form before the 27th of the current month to be in effect on the 25th payroll of the following month's payroll.