

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.

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.

WHITMAN COUNTY DIRECT DEPOSIT AUTHORIZATION FORM



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:

- Checking Account
- New Account
- Second Checking Account

- Savings Account
- Replacing Account
- Second Savings Account

- First Paycheck Only
- Second Paycheck Only
- Both Paychecks

Effective Date: _____
If Replacing Account: Bank and account number being replaced: _____

If Second Deposit, amount of Deposit _____

(Signature)

(Date)

For official use only: Date Received in Human Resources: _____ Entered by: _____
--

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