

**COUNTY OF SUTTER
EMPLOYEE'S
AUTHORIZATION FOR
DIRECT DEPOSIT**

Direct Deposit

We are pleased to be able to offer you the payday convince – Direct Deposit. You can have your paycheck automatically deposited in your checking or savings accounts on payday. You may have up to three deposits.

And you don't have to change your present banking relationship to take advantage of this service.

Direct Deposit will help you in many ways.

- It saves trips to your financial institutions.
- It saves time in depositing checks - no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- You money is deposited faster – reduces the possibility of overdrafts.
- It means you get your money deposited to your account even if you're on vacation or away from your office on business or illness.

Here's how Direct Deposit Works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account.

The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you.

Direct Deposit is safe, convenient and easy. To take advantage of this service, complete the authorization form and return it to the Payroll Department.

The authorization form, which is provided on the reverse side, gives your company and your financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit.

All you need to do is:

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, financial institution name and location, and date.
3. If you wish to make a deposit to a second or third account please fill out additional authorization sections.
4. Attach a voided check (for checking accounts) for verification of all financial institution information. If you are unable to attach the voided check, please fill in the routing number and your account number.

NOTE: Be sure to sign the form for each authorization!

Please Print

Employee's Name _____

Department _____

Day time phone number _____