

Payroll Direct Deposit Authorization Agreement



King County

Benefits, Payroll and
Retirement Operations

Employee name: _____ Dept or agency: _____

PeopleSoft employee ID: _____ Phone: _____

Attach a voided check or a letter with your financial institution's routing number and your account number. Return your completed form to your department or division payroll representative. Please allow a minimum of two pay periods for processing.

Financial institution (primary)	New	<input type="checkbox"/>	Financial institution name	Account number	Checking	Savings
	Change	<input type="checkbox"/>		Routing number	<input type="checkbox"/>	<input type="checkbox"/>
	Stop	<input type="checkbox"/>	<i>Net pay or the balance of net pay after secondary financial institutions will be deposited—no dollar amount needed.</i>			Bank code (payroll use)
Financial institution (secondary)	Add	<input type="checkbox"/>	Financial institution name	Account number	Checking	Savings
	Change	<input type="checkbox"/>		Routing number	<input type="checkbox"/>	<input type="checkbox"/>
	Stop	<input type="checkbox"/>	Amount of deposit each payday: \$ _____ or _____ %			Bank code (payroll use)
Financial institution (secondary)	Add	<input type="checkbox"/>	Financial institution name	Account number	Checking	Savings
	Change	<input type="checkbox"/>		Routing number	<input type="checkbox"/>	<input type="checkbox"/>
	Stop	<input type="checkbox"/>	Amount of deposit each payday: \$ _____ or _____ %			Bank code (payroll use)

How do you want to receive your pay information?	<p>You can view and print pay details and direct deposit advices or paystubs through your PeopleSoft account anytime and from anywhere with an Internet connection.</p> <p><input type="checkbox"/> Check here to <i>not</i> receive direct deposit paystubs. You may view and print from PeopleSoft.</p> <p><input type="checkbox"/> Check here to receive paper direct deposit paystubs.</p>
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One hundred percent (100%) of your net earnings will be deposited directly into the accounts you have indicated above. The first account is your primary account and will receive all of your net pay or the balance of your pay after deposits have been first made to the secondary accounts. If you have already established a primary account, that will remain primary, and you do not need to list it again above.

The following policies relate to payroll direct deposit

- All County employees have the benefit of having their paychecks electronically deposited into their checking or savings account with any financial institution that is a member of NACHA (National Automated Clearing House Association). You may sign up for direct deposit or change banks at any time. Allow a minimum of two pay periods for a new direct deposit account to be set up for you.
- To discontinue direct deposit, you may turn it off in your PeopleSoft account or provide written notification to Payroll Operations within a minimum of 10 working days before the payday on which you want your direct deposit to be discontinued. After direct deposit is discontinued, you will begin receiving paper paychecks. The County will issue a paper paycheck with less than the minimum notice required only if (1) your bank account has been attached or involuntarily closed, or (2) your bank assures the County that the direct deposit amount will be returned to the County.
- If for any reason a payroll direct deposit results in an overpayment, you must immediately reimburse the County for the amount paid in error or the County will deduct the overpaid direct deposit amount from your next paycheck. The County reserves the right to recall any and all direct deposits and has the authority to reverse a direct deposit if the County makes an excess deposit or is required to withhold funds for garnishment, court orders or child support orders.

I hereby authorize King County to initiate the automatic deposit of my net earnings for each pay period to the financial institutions for which I have attached a voided check or valid financial institution letter with routing and account numbers. This authority is to remain in full force and effect until King County has received written notification from me of its termination in such time and in such manner as to afford King County and the financial institutions a reasonable opportunity to act upon my notification.

Employee signature: _____ Date: _____