

# Payroll Direct Deposit Authorization

Type of Transaction (check one):       New       Change       Cancel

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

To sign up to have your pay direct deposited into **ONE account only**:

- Complete Box 1 (PRIMARY ACCOUNT) only if you want 100% of your pay to go to this account.

To sign up to have your pay direct deposited into **TWO or MORE accounts**:

- Complete Boxes 2 thru 5 for each account into which you want to deposit a specific amount.
- Complete Box 1 (PRIMARY ACCOUNT) for the account into which you would like the balance of your check deposited.

**Changing or closing an account:** It is **IMPERATIVE** that you notify Payroll prior to closing an account. If your bank notifies you of any changes in routing numbers or your account number, you **MUST** notify Payroll immediately.

If you change, add, delete an account, you must submit a new form identifying how your entire pay is to be deposited. Failure to notify Payroll of account number changes could result in a delay in paying you.

For **CHECKING** accounts, attach a voided check to this form.

For **SAVINGS** accounts, contact your financial institution and ask for a Routing/Transit number and your account number to be used for ACH/Direct Deposit purposes.

<b>B</b>	<b>PRIMARY ACCOUNT</b>	<b>SELECT TYPE:</b>	<input type="checkbox"/> <b>Checking</b>	<input type="checkbox"/> <b>Savings</b>	
<b>O</b>	<b>Routing Number:</b> _____				<b>Account Number:</b> _____
<b>X</b>					
<b>1</b>	<b>Account/Bank Name:</b> _____				

<b>B</b>	<b>ACCOUNT #2</b>	<b>SELECT TYPE:</b>	<input type="checkbox"/> <b>Checking</b>	<input type="checkbox"/> <b>Savings</b>	<b>Amount: \$</b> _____
<b>O</b>	<b>Routing Number:</b> _____				<b>Account Number:</b> _____
<b>X</b>					
<b>2</b>	<b>Account/Bank Name:</b> _____				

<b>B</b>	<b>ACCOUNT #3</b>	<b>SELECT TYPE:</b>	<input type="checkbox"/> <b>Checking</b>	<input type="checkbox"/> <b>Savings</b>	<b>Amount: \$</b> _____
<b>O</b>	<b>Routing Number:</b> _____				<b>Account Number:</b> _____
<b>X</b>					
<b>3</b>	<b>Account/Bank Name:</b> _____				

<b>B</b>	<b>ACCOUNT #4</b>	<b>SELECT TYPE:</b>	<input type="checkbox"/> <b>Checking</b>	<input type="checkbox"/> <b>Savings</b>	<b>Amount: \$</b> _____
<b>O</b>	<b>Routing Number:</b> _____				<b>Account Number:</b> _____
<b>X</b>					
<b>4</b>	<b>Account/Bank Name:</b> _____				

<b>B</b>	<b>ACCOUNT #5</b>	<b>SELECT TYPE:</b>	<input type="checkbox"/> <b>Checking</b>	<input type="checkbox"/> <b>Savings</b>	<b>Amount: \$</b> _____
<b>O</b>	<b>Routing Number:</b> _____				<b>Account Number:</b> _____
<b>X</b>					
<b>5</b>	<b>Account/Bank Name:</b> _____				

I have authorized the County of DALLAS and the financial institution(s) listed above to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account(s).

**PAYSTUB DISTRIBUTION: (CHECK ONE)**

- I want a paper paystub distributed to my working location after each pay period.
- I want an electronic paystub emailed to me after each pay period. Indicate the desired email address if other than the County issued email: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Distribution:*

*Original to Payroll*

*Employee should retain a copy for their records*