

PAULDING COUNTY BOARD OF COMMISSIONERS DIRECT DEPOSIT AUTHORIZATION

Employee Name: _____ SS#: _____ - _____ - _____

Department Name: _____

- I hereby authorize my employer, Paulding County Board of Commissioners (BOC), to initiate entries to the following account(s) as indicated. I authorize CREDIT entries which move money into my account(s) according to the payroll schedule. I further authorize Paulding County BOC to initiate DEBIT entries to reverse transactions they have originated to my account(s) in error.
- I DO NOT elect Direct Deposit.
- STOP Direct Deposit.

Financial Institution Name: _____

Account #: _____

Routing/Transit #: _____ (nine digits – verify with your financial institution)

Amount: \$ _____ or Net Paycheck

Type of Account: Checking Savings

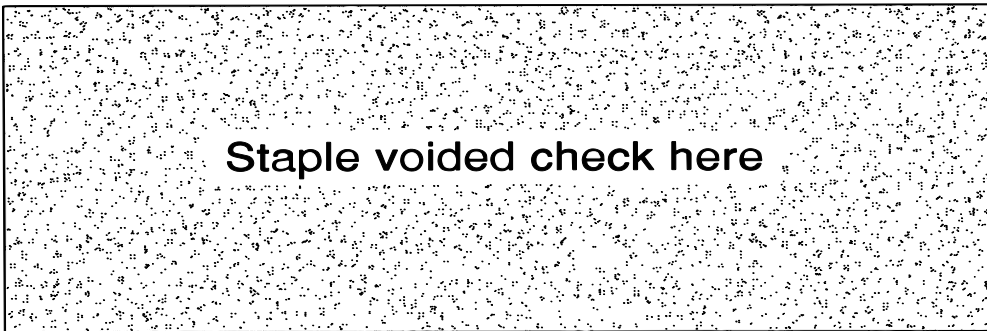
Financial Institution Name: _____

Account #: _____

Routing/Transit #: _____ (nine digits – verify with your financial institution)

Amount: \$ _____ or Net Paycheck

Type of Account: Checking Savings



*****DO NOT USE A DEPOSIT SLIP. Many banks print internal transaction codes instead of their routing and transit numbers on their deposit slips. Using an invalid routing and transit number will prevent your transaction from being directed to the correct bank, resulting in delays in the posting of your payment. If you are requesting direct deposit to accounts other than checking, it is critical that you verify the routing/transit number with your financial institution and note it above.

This authorization is to remain in effect until I have provided Paulding County BOC Finance Department with written notification to terminate this agreement, and they have had reasonable opportunity to act upon it.

Signature

Date