

POLK COUNTY PAYROLL AUTO DEPOSIT FORM

Employee Name _____

_____ Begin Auto Deposit

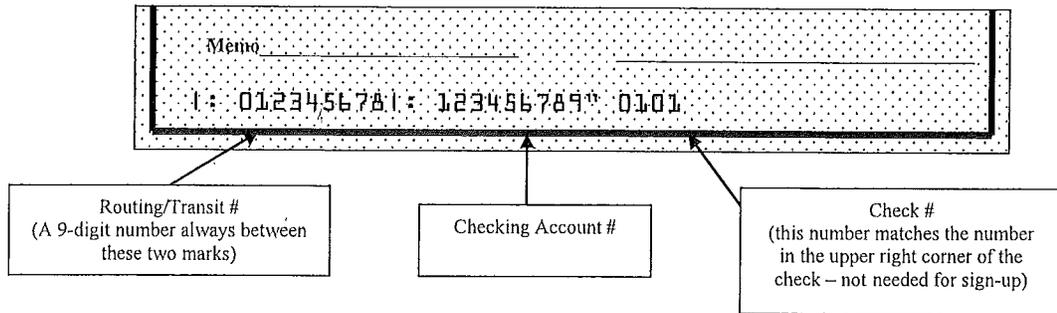
_____ Change Auto Deposit

_____ Stop Auto Deposit

You may deposit your net pay into a maximum of four different accounts. The accounts do not have to be all the same financial institution. One of the accounts must be designated for the balance of your net pay. Net pay can be deposited into any financial institution within the United States if it accepts auto deposits. All net pay must be deposited into the accounts you list. You cannot have part of your pay on auto deposit and then receive a paycheck for the balance of your pay. Changes or termination of auto deposit require the completion of a new form and will not be accepted via telephone. You are responsible for changing your auto deposit form if your bank account number changes, or your account is closed, etc.

Attach a voided check for each account listed below or submit other documentation from your financial institution that includes your routing number and account number.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



- 1) Institution Name _____
 Routing Number _____ Account Number _____
 Type of Account: Checking _____ Savings _____
 Amount to Deposit \$ _____ or Balance of Pay _____

- 2) Institution Name _____
 Routing Number _____ Account Number _____
 Type of Account: Checking _____ Savings _____
 Amount to Deposit \$ _____ or Balance of Pay _____

- 3) Institution Name _____
 Routing Number _____ Account Number _____
 Type of Account: Checking _____ Savings _____
 Amount to Deposit \$ _____ or Balance of Pay _____

- 4) Institution Name _____
 Routing Number _____ Account Number _____
 Type of Account: Checking _____ Savings _____
 Amount to Deposit \$ _____ or Balance of Pay _____

If you receive your payroll via direct deposit at a US financial institution and then have the entire payroll amount forwarded to a bank in another country, please advise Payroll or HR. There are unique formatting requirements for these transactions that the County needs to follow.

I hereby authorize the above payroll auto deposits to be effective until I submit a new Authorization Form. I understand auto deposits are not available in my accounts until after 8:00 AM on payday. I also authorize if necessary, debit entries and adjustments for credit entries made in error to my accounts.

Employee Signature: _____ Date: _____