

# Tyler County

## PAYROLL DIRECT DEPOSIT AUTHORIZATION

- New to direct deposit program
- Add/change/delete existing direct deposits
- Stop all direct deposit effective: \_\_\_\_\_

Employee ID		Employee name (last, first, middle initial)		Work Location	Work Phone
<b>Action</b>		<b>Bank Routing Number*</b> (9 digits)	<b>Account Number*</b> (up to 17 characters)	<b>Deposit Type</b>	<b>Account Type*</b>
<input type="checkbox"/> Add				<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Checking
<input type="checkbox"/> Change				<input type="checkbox"/> Balance	<input type="checkbox"/> Savings
<input type="checkbox"/> Delete					
Effective Date	Financial institution (name, city, state)			Phone Number	
<b>Action</b>		<b>Bank Routing Number*</b> (9 digits)	<b>Account Number*</b> (up to 17 characters)	<b>Deposit Type</b>	<b>Account Type*</b>
<input type="checkbox"/> Add				<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Checking
<input type="checkbox"/> Change				<input type="checkbox"/> Balance	<input type="checkbox"/> Savings
<input type="checkbox"/> Delete					
Effective Date	Financial institution (name, city, state)			Phone Number	
<b>Action</b>		<b>Bank Routing Number*</b> (9 digits)	<b>Account Number*</b> (up to 17 characters)	<b>Deposit Type</b>	<b>Account Type*</b>
<input type="checkbox"/> Add				<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Checking
<input type="checkbox"/> Change				<input type="checkbox"/> Balance	<input type="checkbox"/> Savings
<input type="checkbox"/> Delete					
Effective Date	Financial institution (name, city, state)			Phone Number	

IF YOU SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH A DEPOSIT SLIP TO THIS FORM. (NOTE: DO NOT ATTACH THE DEPOSIT SLIP IF IT DOES NOT HAVE PRE-PRINTED BANK AND ACCOUNT NUMBERS.)

\* Adding a new direct deposit or changing account type, bank routing number, or account number requires a pre-note to be sent to the bank before the add or change becomes effective. A pre-note sends your account type, bank routing and account number to the bank to ensure the accuracy of the numbers. You will receive a check until the pre-note process is complete.

Remarks

I authorize Tyler County and my financial institutions indicated above to initiate electronic credit entries (direct deposit) of the amounts I designated and if necessary, debit entries and adjustments for any credit entries made in error to my accounts as I indicated above. I understand that this authorization will cause any previously authorized direct deposits to be discontinued.

<b>Employee Signature</b>	<b>Date</b>
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## Payroll Direct Deposit Authorization Form Instructions

**Boxes In The Upper Right-Hand Corner Of Form:** Check the applicable box. To stop all direct deposits check the stop box and sign and date the form.

**Bank Routing Number and Account Number:** These pre-printed numbers are located along the bottom of your check or deposit slip for checking and savings accounts. If you are not sure what these numbers are, contact your financial institution.

**Deposit Type:** Select amount or balance. One account must be selected to receive the balance.

**Account Type:** If you have accounts other than checking or savings (such as a loan), ask your financial institution which type of account to select.

**Dollar Amount:** Each direct deposit must have a dollar amount, except for Deposit Type Balance.

**Effective Date:** Please indicate the date you are requesting direct deposit additions/changes/deletions to be processed.

**\*\*\*NOTE:** This form must be received by the payroll office **10 days prior to payday**. Due to pre-note requirements, new or changed direct deposits will receive one check after this form has been submitted.

Ask your financial institution when the deposit will be available. If you have a problem with a deposit on the check's issue date (for example, the ATM does not reflect the deposit), ask the direct deposit representative at your financial institution when the deposit will be posted.

**Financial Institution Information:** Provide complete information for your financial institution. Be sure to include a phone number in the event of errors during pre-note process.

**Sign and Date:** Your signature with date completes the authorization for direct deposit. Without a signature/date, the form is null and void.

**Questions:** Please contact Jackie Skinner, County Auditor, at (409) 283-3652.

**Mail originals to:**

Jackie Skinner, County Auditor  
100 West Bluff, Room 110  
Woodville, TX 75979