



CROOK COUNTY

Direct Deposit

We are pleased to offer you a new payday convenience—*Direct Deposit*. Now you can have your paycheck automatically deposited into your account on payday. *Direct Deposit* will only be available for the regular end-of-the-month payday. **And you don't have to change your present banking relationship to take advantage of this service.**

Direct Deposit will help you in many ways.

- It saves trips to your financial institution.
- It saves time in depositing checks—no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster—reduces the possibility of overdrafts.
- It means you get your money deposited to your account even if you're on vacation or away from the office on business or illness.

Here's how *Direct Deposit* works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you.

Direct Deposit is safe, convenient and easy. To take advantage of this service, complete this authorization form and return it to the Payroll Department.

All you need do is:

1. Fill in your name, financial institution name and location, and date.
2. Attach a voided check for verification of all financial institution information.

EMPLOYEE'S AUTHORIZATION

I authorize you and the financial institution listed below to initiate electronic credit entries, and if necessary debit entries and adjustments for any credit entries in error to my bank account each pay period. This authority will remain in effect until I have cancelled it in writing.

Date

Financial Institution

Branch

City

State

Name (PLEASE PRINT)

Signature

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER

Percentage %