



# Direct Deposit Authorization Form

Submit this completed form along with a voided check or bank issued direct deposit form to Human Resources. If you have any questions, please contact us at 775-782-9860.

**NOTE: Funds can be deposited into one account or split between multiple accounts. Indicate desired dollar amount or percentage per each account (must total 100%).**

**ACCOUNT TYPE:**  Checking  Savings

**(Please attach a voided check or a bank issued direct deposit form showing routing and account numbers)**

**Account Number:** \_\_\_\_\_ **Routing Number:** \_\_\_\_\_  
(first 9 digits located at the bottom left corner of your checks)

**Deposit Amount:** \_\_\_\_\_ % **OR** \$ \_\_\_\_\_ **OR**  Balance of Net Pay

**ACCOUNT TYPE:**  Checking  Savings

**(Please attach a voided check or a bank issued direct deposit form showing routing and account numbers)**

**Account Number:** \_\_\_\_\_ **Routing Number:** \_\_\_\_\_  
(first 9 digits located at the bottom left corner of your checks)

**Deposit Amount:** \_\_\_\_\_ % **OR** \$ \_\_\_\_\_ **or**  Balance of Net Pay

## **AUTHORIZATION TO DISCONTINUE DIRECT DEPOSIT**

I \_\_\_\_\_ authorize Douglas County to discontinue direct deposit of my payroll check as of \_\_\_\_\_.

I authorize Douglas County to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s) listed above. This authority is to remain in full force until Douglas County has received written notification from me of its termination in a timely manner to afford Douglas County a reasonable opportunity to act on it. Changes to direct deposit may take up to two payroll cycles to initiate dependent upon the banking institution setup protocol. I must notify Douglas County in writing of any change in my financial institution or change in my financial institution account.

**Name (Please Print):** \_\_\_\_\_

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_