



Washington County Commissioners

Authorization for Direct Deposit

(PLEASE PRINT)

SECTION A: Personal Information

EMPLOYEE#	DEPARTMENT #	EMPLOYEE NAME	SOCIAL SECURITY #
PHONE	ADDRESS		
WORK _____	STREET ADDRESS		
HOME _____	CITY	STATE	ZIP CODE

SECTION B: Account information for Bank 1 (SUM OF % AND AMOUNT MUST EQUAL YOUR NET PAY)

NAME OF FINANCIAL INSTITUTION	PRIORITY	ADD	CHG	CANCEL	Routing transit number	ACCOUNT #	AMOUNT OR % OF NET PAY
Account Type ✓	100 200 300	✓	✓	✓			
1. <input type="checkbox"/> Savings <input type="checkbox"/> Checking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. <input type="checkbox"/> Savings <input type="checkbox"/> Checking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. <input type="checkbox"/> Savings <input type="checkbox"/> Checking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

SECTION C: Account information for Bank 2 (SUM OF % AND AMOUNT MUST EQUAL YOUR NET PAY)

NAME OF FINANCIAL INSTITUTION	PRIORITY	ADD	CHG	CANCEL	Routing transit number	ACCOUNT #	AMOUNT OR % OF NET PAY
Account Type ✓	100 200 300	✓	✓	✓			
1. <input type="checkbox"/> Savings <input type="checkbox"/> Checking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. <input type="checkbox"/> Savings <input type="checkbox"/> Checking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. <input type="checkbox"/> Savings <input type="checkbox"/> Checking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

I hereby authorize Washington County to deposit my net salary to my account(s) described above, and the above named bank(s) (hereinafter called the "bank") to credit same to such account.

This Authorization Agreement is to remain in full force and effect until Washington County and the bank each have received written notification from me or Washington County of its termination is such time and in such manner as to afford Washington County and/or the Bank, as the case may be, a reasonable opportunity to act on it.

In the event that the Payroll Department notifies the bank that funds to which I am not entitled have been deposited to my account inadvertently. I hereby authorize and direct the bank to return the said funds to the Payroll Department of Washington County, as soon as possible.

JOHN Q. PUBLIC	1234
123 MAIN STREET	_____20_____
YOUR TOWN, YOUR STATE 12345	
PAY TO THE ORDER OF	\$ _____
	_____ DOLLARS
FOR	_____
<input type="checkbox"/> 052000113 <input type="checkbox"/>	<input type="checkbox"/> 123456789 <input type="checkbox"/> 1234

Bank Transit number

Account number

NOTE: THE ACCOUNT AND ROUTING NUMBER MAY APPEAR IN DIFFERENT PLACES ON YOUR CHECK.

PLEASE ATTACH A COPY OF, OR VOIDED, CHECK.

EMPLOYEE SIGNATURE

DATE

What is Direct Deposit?

Direct Deposit is the most widely used ACH electronic payment application used for distribution of credit payments for payroll as well as for other consumer credit payments.

General Direct Deposit Overview...

1. Direct Deposit is the electronic transfer of a payment from a company or organization into an individual's checking or savings account.
2. Direct Deposit is a smart way to get paid. It is ideal for more than just payroll, including expense reimbursements, tax refunds, pensions, dividends and bonuses.
3. The benefits of Direct Deposit to both consumer and companies are numerous. This is why more than 80 percent of large companies (100+ employees) offer Direct Deposit. It has become a staple in today's employee benefit packages.
4. Direct deposit is safe, confidential, convenient and fast. Employees who use Direct Deposit can access their pay in their account at the opening of business on payday. For income tax refunds, the government often makes refunds via Direct Deposit within days of receiving returns. There is no waiting for checks to clear.
5. Problems with Direct Deposit are very rare. The chance of having a problem with a check is 20 times greater than with Direct Deposit. If a problem ever does occur, it is easy to resolve. Consumers usually need only make a call to their company or financial institution.
6. Ninety-seven percent of those who use Direct Deposit are very satisfied with it.
7. Seventy-one percent of employees, who have Direct Deposit available, use it.
8. Companies can save anywhere from \$0.50 to \$0.60 per payment by using Direct Deposit, instead of checks
9. A company of any size can offer Direct Deposit to its employees. Many payroll software packages, as well as independent processors, provide a Direct Deposit formatting feature.
10. Your financial institution is a great resource for more information on setting up and using Direct Deposit. Many financial institutions also offer free checking or reduced account fees to consumers who use Direct Deposit. Check with your financial institution to find out its policies.

Washington County Direct deposit overview...

1. County employees may now elect to direct deposit their net pay into more than one bank, and more than one account with that bank.
2. Maximum of two (2) different banks with a maximum of three (3) different checking and/or savings. This is a total of six (6) different options.
3. Select the priority of the accounts, which you would like first, make sure the balance selection is the highest priority.
Example: account of 50% would be priority 100 and the balance would be priority 200. What would happen is the account that has the 50% would be deposited first and the excess would be 2nd.
4. You may also select a specific amount to split out to a different account.
5. **YOU MUST DEPOSIT YOUR ENTIRE NET PAY.**

TIPS:

1. Call your financial institution to make sure they will accept direct deposit.
2. Verify your account number and routing (transit) number with your financial institution.
3. **DO NOT USE A DEPOSIT SLIP** to verify the routing (transit) number.

HOW TO COMPLETE THE FORM:

1. Read very carefully
2. Fill in all of the pertaining boxes
3. Sign and date the form
4. Account must have your name on it.
5. To change or cancel you must fill out a new Direct Deposit form.
6. Return the form to your payroll technician in Budget and Finance

Or mail to: **Washington County Commissioners**
100 West Washington Street
Hagerstown, MD 21740
Attn: Budget and Finance/PAYROLL