



## Jefferson County Direct Deposit Form

I authorize Jefferson County, Texas and the Bank listed below to deposit my net pay automatically into my account each pay day. If the County erroneously deposits funds into my account, I authorize the County to initiate the necessary debit entries, not to exceed the total of the amount credited for the current period. This authorization will remain in effect until the County has received written notification from me of its termination and the County has reasonable opportunity to act on it.

Employee Name

Social Security Number

Phone

Department

Signature

Date

Institution Name

City

State

Zip/Postal Code

Account Number

Routing Number

Bank/Credit Union

Account Type

- Bank
- Credit Union
- Savings & Loan
- Other

- Checking
- Savings

Note: Please return this form and a voided check or letter of direct deposit to the Payroll Department located on the 7th floor of the Courthouse.

## **JEFFERSON COUNTY DIRECT DEPOSIT INFORMATION**

You can make your banking easier through a new direct deposit banking service that is now available from the County. With Direct Deposit, you can choose to have your payroll checks deposited directly into your checking or savings account at your designated bank, savings, and loan, Jefferson County Credit Union or any other member of an automated clearing house.

### **DIRECT DEPOSIT SAVES YOU TIME AND WORRY:**

- ❖ No trip to the bank.
- ❖ No searching for parking spots.
- ❖ No waiting in teller lines.
- ❖ Your net pay is automatically deposited to your account when you are out sick, or on vacation.
- ❖ No worry about forged or lost paychecks.
- ❖ No danger of fraud.
- ❖ You will still receive a statement of your earnings and deductions.

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### **QUESTIONS & ANSWERS**

Q. Who is eligible for Direct Deposit?

A. All employees of Jefferson County.

Q. What assurance will I have that my check is deposited to my account?

A. The Notification of Deposit that you received on payday verifies that your net pay was processed by the Payroll Department. You can verify that the net pay was actually deposited to your account by calling your bank.

Q. When will my net pay be deposited in my account?

A. Your net pay will be available on the morning of payday in your personal checking or saving account.

Q. What do I do if for some reason my net pay is not deposited into my account the morning of payday?

A. All transactions are traceable; simply contact the Treasurers' Office and ask them to trace your direct deposit starting with the originating bank.

Q. After I apply for Direct Deposit, how soon can I expect to participate?

A. There will be a lag of at least one payday to allow for prenotification entry. A prenotification entry is zero dollar amount credited to your account to ensure that the receiving institution and the Federal Reserve are aware of the new account and to verify account and transit routing numbers, thus eliminating the possibility of depositing discrepancies.

Q. What happens if I change banks or wish to cancel Direct Deposit?

A. In the event you change banks, simply provide the Payroll Department with a new Direct Deposit Authorization Form and a voided check from the new

bank. Until a prenotification entry has been completed, you will receive a payroll check.

If you wish to cancel Direct Deposit, simply notify the Payroll Department at least 14 working days in advance of payday. If you cancel Direct Deposit, you will not be allowed to rejoin the program for 3 months.

Q. Can I join Direct Deposit at a later date?

A. You may participate at any time in the future. Just simply complete the Direct Deposit Authorization Form and forward it along with a voided check to the Payroll Department. Processing will take approximately 10 working days. In the interim, your checks will continue to be sent to your department for distribution.

Q. How do I sign up for Direct Deposit?

- ❖ Complete the Direct Deposit Authorization Form
- ❖ Attach a voided check
- ❖ Send information to the Payroll Department in the Auditor's Office

IF YOU HAVE ANY QUESTIONS ABOUT DIRECT DEPOSIT,  
CONTACT PAYROLL AT 835-8500.