

First Name:

## **Direct Deposit Authorization Form**

Please print and complete **ALL** the information below.

**Last Name:** 

9 digit Account Check Routing Number Number Number (1-17 digits) (do not include)
Name of Bank:
Account#: 9-Digit Routing #:
Amount: % or Entire Paycheck
Type of Account: Checking Saving (Check One)
Attach a voided check for <u>each</u> bank account to which funds should be deposited (if necessary)
I hereby authorize Edmunds and the Butts County Board of Commissioners to deposit any amounts owed to me, as instructed by my employer, by initiating credit entries into my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize the bank to accept and credit entries indicated by Edmunds and the Butts County Board of Commissioners to my account. In the event that Edmunds and the Butts County Board of Commissioners deposit fund erroneously into my account, I authorize Edmunds and the Butts County Board of Commissioners to debit my account for an amount not to exceed the original amount of the erroneous amount.
The Butts County Board of Commissioners is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.
Email Address for Direct Deposit Notice:
Employee's Signature: Date: