



AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

Grayson County Texas

As a condition of employment, all employees are required to participate in Direct Deposit of payroll checks. Employees may choose to deposit to as many as three accounts. If you do not currently have a banking account, it will be necessary to open a bank account or debit card account prior to beginning employment. Thank you.

SECTION A: EMPLOYEE INFORMATION

Today's Date: _____

Last Name: _____ First Name: _____ MI: _____ Start : _____

Department: _____ Job Title: _____

SECTION B: ACCOUNT(S) DETAILS - Primary Banking Account

Bank Name: _____ City: _____ State: _____ Phone: _____

Exact Name(s) on Account: _____

Routing Number: _____ Account Number: _____

Type of Account: Checking Savings Amount to Deposit = Net Pay after any deposits to Alternate Accounts As Directed Below. EE Initials: _____

First Alternate Account :

Bank Name: _____ City: _____ State: _____ Phone: _____

Exact Name(s) on Account: _____

Routing Number: _____ Account Number: _____

Type of Account: Checking Savings Amount to Deposit: \$ _____ EE Initials: _____

Second Alternate Account:

Bank Name: _____ City: _____ State: _____ Phone: _____

Exact Name(s) on Account: _____

Routing Number: _____ Account Number: _____

Type of Account: Checking Savings Amount to Deposit: \$ _____ EE Initials: _____

SECTION C: EMPLOYEE AUTHORIZATION & ACKNOWLEDGMENT

I authorize Grayson County to initiate adjustments and credit or debit entries to my account(s) listed above in order to facilitate correct and accurate Direct Deposit of my payroll checks. I understand that the above deposit elections shall remain unchanged unless I initiate changes by submission of a new Authorization form. Finally, I understand that upon separation of employment all direct deposits to the accounts above shall cease and my final payroll check shall be in the form of a paper check, not a direct deposit.

Employee signature Date

OHR USE ONLY: Effective Payroll Date of the above elections: _____ OHR Initials: _____