DIRECT DEPOSIT AUTHORIZATION FORM

Please complete this form and return to Payroll, if you are a current employee or to Human Resource, if you are a new hire. Your direct deposit designation should be effective within 2 pay cycles. You may have up to 3 bank accounts to have your earnings deposited.

Please be aware direct deposit is mandatory for all new hires and mandatory effective January 1, 2013 for all Albemarle County General Government and Public School Employees. This will be the only method of payment for regular full time and part time employees.

I hereby authorize Albemarle County (the "County") to automatically deposit any net pay amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. If funds to which I am not entitled are deposited to my account, I authorize the County to initiate appropriate debit and adjustment entries to my account at the Bank to return said funds. This authorization is to remain in full force and effect until I/We notify the County in writing of its termination in such time and manner as to afford the County a reasonable opportunity to act on it.

Employee Name			So	Social Security Number		Employee ID Number	
Employee Signature						Date	
1.	Check one:		_CHANGE	ADD TO			
	Account type:	Checking	Savings				
	Routing Transit	#:			_	Account #:	
	Deposit: \$		Flat Amount	or		%	
		MUST A	ATTACH A VO	DIDED CHE	CK (OR	DEPOSIT SLIP FOR SAV	INGS)
2.	Identify:	Primary	Secondary_				
	Check one:	NEW	or	_CHANGE	or	ADD TO EXISTING	
	Bank name/City/State:						
	Account type:	Checking	Savings				
	Routing Transit #:				_	Account #:	
	Deposit: \$		Flat Amount	or		%	
		MUST A	ATTACH A VO	DIDED CHE	CCK (OR	DEPOSIT SLIP FOR SAV	INGS)
3.	Identify:	Primary	Secondary_				
	Check one:	NEW	or	_CHANGE	or	ADD TO EXISTING	
	Bank name/City/State:						
	Account type:	Checking	Savings				
	Routing Transit	:#:			_	Account #:	
	Deposit: \$		Flat Amount	or		%	
		MUST A	ATTACH A VO	DIDED CHE	CK (OR	DEPOSIT SLIP FOR SAV	INGS)