

POPE COUNTY

AUTHORIZATION FOR DIRECT DEPOSIT PAYROLL

Please complete this form and returned to the Human Resources Department at the Pope County Courthouse along with a VOIDED CHECK OR BANK LETTER.

I, _____ authorize Pope County to direct deposit my
(Print Name)

payroll check each payday into my bank account specified below:

Employee must attach a voided check or Bank letter (a deposit slip is not acceptable).

Name of Financial Institution: _____

Bank Routing and Transit number _____

Employee Bank Account number _____

PLEASE INDICATE IF THE ABOVE BANK ACCOUNT IS:

Checking [] Tran Code 22

or Savings [] Tran Code 32

In the event of an overpayment, I authorize Pope County to debit my account.

The net amount will be deposited in your account the day before the scheduled payday. You will receive a direct deposit stub showing gross salary, year-to-date totals, deductions, etc. In the event of an Overpayment, Pope County reserves the right to reverse the deposit to recoup any overpayment.

Signature

Date

HUMAN RESOURCES DEPARTMENT