UNION COUNTY HUMAN RESOURCES

500 NORTH MAIN ST., SUITE 130
MONROE, NC 28112 - 0794

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER

☐ Direct Deposit
☐ Electronic Funds Transfer

☐ Initial Enrollment
☐ Change

Name: _____ Social Security # _____

Address: _____

City: _____ State: _____ Zip: _____

Information about Direct Deposit:

- Direct Deposited payroll checks are deposited on 12:01 a.m. of the actual pay date.
- Employees may choose to have direct deposit of payroll net pay into two separate types of bank accounts.

Information about Electronic Funds Transfer:

- Funds are available within three business days from the date of the notification.
- Funds may be deposited into only one bank account.
- Electronic Funds Transfers are made for approved travel and purchasing reimbursements only.

☐ **I would like to receive notice of direct deposit of payroll and/or electronic funds transfer by Union County at the following e-mail address: _____.**

ATTACH A BLANK COPY OF YOUR PRINTED CHECK OR DEPOSIT SLIP

- *For checking accounts, a VOIDED check is required.*
- *For savings accounts, a DEPOSIT SLIP and/or ACCOUNT NUMBER is required.*

Bank _____ City _____ State_____ Zip _____

Account #1 __ __ __ __ - __ __ __ __ __ _____ Checking ☐
Bank Transit/ABA No. Account No. Savings ☐

Bank _____ City _____ State _____ Zip _____

Account #2 __ __ __ __ - __ __ __ __ __ _____ Checking ☐
Bank Transit/ABA No. Account No. Savings ☐

For second account, please indicate $ _____ per pay period.

By signing below, I authorize Union County to electronically deposit funds to my account as indicated. I also authorize any necessary debit entries or adjustments for entries made in error to my account. I understand that if my banking information changes and the County is not made aware of this change, payment could be delayed.

_____ _____
Signature Date