

# UNION COUNTY PERSONNEL DEPARTMENT

500 North Main Street, Suite 835  
Monroe, North Carolina 28112-0794



Telephone: (704) 283-3664  
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William M. Watson, Personnel Director

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

New

Change

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Direct Deposited payroll checks are deposited by Wednesday midnight so employees actually have access to funds one day earlier than the actual pay date.**

Employees may choose to have direct deposit of payroll net pay into two separate types of bank accounts.

**I elect to receive notice of direct deposit of payroll by Union County at the following e-mail address: \_\_\_\_\_ . By electing this option, I understand I will not receive a paper voucher.**

### 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 required.

Name of Bank	_____	City	_____	State	_____	Zip	_____
Account #1	____ - ____	Bank Transit/ABA No.	_____	Account No.	_____	Checking	<input type="checkbox"/>
						Savings	<input type="checkbox"/>
Name of Bank	_____	City	_____	State	_____	Zip	_____
Account #2	____ - ____	Bank Transit/ABA No.	_____	Your Bank Account No.	_____	Checking	<input type="checkbox"/>
						Savings	<input type="checkbox"/>
<b>If Savings, \$ _____ per pay period.</b>							

I authorize Union County to make deposits to my account as indicated. I also authorize any necessary debit entries or adjustments for entries made in error to my account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date