PERSON COUNTY DIRECT DEPOSIT APPLICATION

(Please Type or Print Legibly)

EMPLOYEE NAME:	DEPT	
EMPLOYEE SOCIAL SECURITY #:(Last four digits only)	DAYTIME PHONE #	
<u>BOX 1</u>	DIRECT DEPOSIT OF NET PAY	
☐ CHECKING or ☐ SAVINGS (Choose 1) ☐ New ☐ Change BANK NAME:		
		_
		_
	net pay direct deposit will automatically be cancelled.	
<u>BOX 2</u>	DIRECT DEPOSIT DEDUCTION(S)	
	G or □ SAVINGS (Choose 1) □ Cancel □ \$ Amount Change Only	
BANK NAME:		
Account Number:		
Bank Routing Number:	<u></u>	
Deduction Amount: \$		
NOTE: You may have up to three addition	onal deductions.	
BOX 3	DIRECT DEPOSIT DEDUCTION(S)	
	G or SAVINGS (Choose 1)	
☐ New ☐ Change	☐ Cancel ☐ \$ Amount Change Only	
BANK NAME:		
Account Number:		
Bank Routing Number:		
Deduction Amount: \$	<u> </u>	
NOTE: You may have <u>up to</u> three addition	onal deductions.	

BOX 4 DIRECT DEPOSIT DEDUCTION(S)			
☐ CHECKING or ☐ SAVINGS (Choose 1) ☐ New ☐ Change ☐ Cancel ☐ \$ Amount Change Only			
BANK NAME:			
Account Number:			
Bank Routing Number:			
Deduction Amount: \$			
NOTE: You may have <u>up to</u> three additional deductions.			



EXAMPLE:

(Bank Routing Number): (Account Number)

← ATTACH DEPOSIT SLIP OR VOIDED CHECK (REQUIRED FOR A CHECKING ACCOUNT)

****ALL NEW OR CHANGED DIRECT DEPOSIT INFORMATION IS PRENOTED SO THAT ACCOUNT INFORMATION CAN BE SENT TO AND VERIFIED BY YOUR BANK. YOU WILL RECEIVE A PAYCHECK THE MONTH YOU BEGIN OR CHANGE YOUR NET PAY ELECTION!! YOUR NET PAY AND/OR DEDUCTION(S) WILL BE DIRECT DEPOSITED AFTER YOU HAVE SUCCESSFULLY COMPLETED THE PRENOTE PROCESS.

Please pick up your prenote paycheck in the Finance Office by 2:00 p.m. on payday, otherwise it will be mailed!

Signature:	Date:

Provide your email address below to receive your checkstub. If an email is not provided below and you are set up under a Person County email address, it will be emailed to that address. If you do not have an email address, a hard copy will be mailed on payday. Please keep in mind that the email below should be one that does not change often or you may not receive your paystub via email. If you change emails, please notify Finance immediately.

Email address:	