



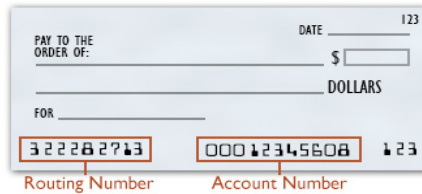
Cumberland County BOE Direct Deposit Authorization/Agreement

Direct Deposit Information

Enter All Information-Incomplete Forms Will Be Returned

New: Change:

NAME: _____ SS#: _____ - _____ - _____



• **NAME OF BANK/CREDIT UNION (1)** _____

ADDRESS OF BANK/CREDIT UNION (1) _____

CHECKING ACCOUNT # _____ 9 DIGIT ROUTING # _____

AMOUNT: \$ _____ **OR** ENTIRE PAYCHECK

• **NAME OF BANK/CREDIT UNION (2)** _____

ADDRESS OF BANK/CREDIT UNION (2) _____

CHECKING ACCOUNT # _____ 9 DIGIT ROUTING # _____

AMOUNT: \$ _____ **OR** REMAINING PAYCHECK

Please attach a voided check for each bank account (or letter from bank) to which funds should be deposited.

I hereby authorize the Cumberland County Finance Department, and/or their agents, to initiate electronic deposits and, as necessary, debit corrections (withdrawals) of previous deposits, to the above account.

I understand:

1. Direct deposit status may not be activated for up to two (2) payrolls following test transaction for new or change authorization. This may result in a paper check being processed until the accounts are verified.
2. I must submit a new authorization form if I change my account (name, institution, branch, type account, etc.) or close my account.
3. If my financial institution rejects my deposit for any reason; my pay may be delayed until my financial institution returns the rejected deposit to the Cumberland County Finance Department.
4. I understand all communication must be in writing; verbal communication is not acceptable.
5. Direct deposit status may be suspended or rescinded by the Cumberland County Finance Department, and payment made by the county warrant (check), if necessary to meet payroll deadlines or under any other conditions.

This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new Direct Deposit Authorization/Agreement form.

Signature: _____ Date: _____