**AUTORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT OF NET PAY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorize The Administrative Office of the Courts to deposit my net pay directly into my bank account. The Administrative Office of the Courts is also authorized to adjust any over/under deposit which it has caused to be made to my account. I recognize the deposit of my net pay shall be made by electronic means.

Further, I acknowledge that the responsibility of The Administrative Office of the Courts to provide me my net pay shall be satisfied by the department’s providing a correct credit entry in accordance with the automatic deposit services agreement (credits) between The Administrative Office of the Courts and Wells Fargo. If I change banks or bank accounts, or if I choose to discontinue Direct Bank Deposit, I am responsible for notifying the Payroll Office in writing of the change immediately.

THE NET AMOUNT OF MY CHECK IS TO BE DEPOSITED INTO THE FOLLOWING ACCOUNT:

CHECK ONE BOX ONLY: 

 Checking Account Savings Account

In signing this authorization for Direct Bank Deposit, I understand that certain checks will not be automatically deposited into my account but will be given to me. These checks are:

1. First check after Payroll Office sets up Direct Bank Deposit in my record. (Bank requires prenotification)
2. First check after payroll enters authorized changes in my bank or bank account.
3. Last check paid to me upon termination from the department or institution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**FOR PAYROLL USE ONLY**: 

 Employee’s Bank Routing #

 

 Employee’s Bank Account #

***\*Return form along with a voided check, deposit slip or memo/letter from bank verifying routing and account numbers***

03/20/18