

DIRECT DEPOSIT

Any full-time or regular part-time employee of Rock Island County is eligible for direct deposit of their paycheck. Either the net check amount or a portion of the check may be deposited in either a checking or savings account. You may deposit into more than one financial institution.

An employee is required to sign a Letter of Agreement for direct deposit. Also, either a **voided check, a copy of a voided check or a letter of proof from the financial institution** stating the account number and routing number is required.

It will take two payroll cycles before the money is actually deposited into your account. To change amount to be deposited, the Payroll Department must be notified, in writing, at least one week prior to payroll.

The direct deposit will not be processed unless the Letter of Agreement is signed and the appropriate documents are turned in to the Payroll Department.

If you have questions, please contact the HR/Payroll Department.

LETTER OF AGREEMENT

Start Change Stop

I, _____, would like to have my paycheck directly deposit into my account(s) as followed:

Deposit my entire check into my bank at _____, _____, Ck or Sav.
(Bank name) (Account Number) (circle one)

Split my check into _____, _____, Ck or Sav., _____.
(Bank name) (Account Number) (circle one) (Amount)

_____, _____, Ck or Sav., _____.
(Bank name) (Account Number) (circle one) (Amount)

_____, _____, Ck or Sav., _____.
(Bank name) (Account Number) (circle one) (Amount)

_____, _____, Ck or Sav., Remainder Amount.
(Bank name) (Account Number) (circle one)

Stop direct deposit at _____, _____.
(Bank name) (Account Number)

I understand that this is an electronic funds transfer and that there may be a delay due to an unforeseen technical difficulty.

Signed _____ Date _____