



**ALEXANDER COUNTY**  
**DIRECT DEPOSIT AGREEMENT**

Office Use Only

NAME (PLEASE PRINT)

EMPLOYEE NUMBER

Please check one of the two boxes below:

**START** - I authorize Alexander County to make automatic deposit of my net pay to my:  
(check one)  CHECKING ACCOUNT  SAVINGS ACCOUNT

**CHANGE** - I authorize Alexander County to *change* the automatic deposit of my net pay to my  
(check one)  CHECKING ACCOUNT  SAVINGS ACCOUNT  
according to the changes listed on the attached form.  
Effective date of change (must be a pay day): \_\_\_\_\_

I understand that the Alexander County Finance Department can automatically deposit my net pay only to an individual or joint banking account maintained by the employee listed above.

I UNDERSTAND THAT IT IS MY OWN RESPONSIBILITY TO VERIFY ALL PAYROLL DEPOSITS WITH MY BANKING INSTITUTION AND PROMPTLY BRING TO THE ATTENTION OF THE COUNTY FINANCE OFFICE ANY ERROR OR DISCREPANCY OF WHICH I AM AWARE.

I understand it is my responsibility to promptly provide new direct deposit account information to the Finance Office if, for any reason, my former account should become inactive.

This authorization shall remain in effect until the Alexander County Finance Department has received written notification from me to change the automatic deposit of my net pay. I understand that it may take more than one payroll period to complete the action requested.

In the event of an error in the automatic deposit of my net pay, I authorize my named banking institution, on instruction from the County Finance Office, to correct the error in my account.

I also understand that the Alexander County Finance Department is NOT responsible for erroneous transcription by the individual of bank transit routing numbers, account numbers, for rejected automatic deposit transactions or for other errors of the individual or their banking institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If this is an initial enrollment or banking change, attach a voided check if using your checking account, or if using your savings account, attach an official document from your financial institution showing the financial institution's routing number and your account number.***