



King County

Safety and Claims Management
Department of Human Resources
500 Fourth Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

You can now sign up for direct deposit of your workers' compensation disability benefits.

Advantages:

- **No cancelled check necessary to process**
- **Timely deposit of checks**
- **Money is available sooner, eliminates mailing time**
- **Reduced chance of losing checks or having check stolen**
- **No need to spend time visiting bank or ATM to deposit check**

One hundred percent (100%) of your workers' compensation disability benefits will be deposited directly into the account you indicated on the Electronic Funds Transfer Authorization Agreement.

**** THIS WILL NOT IMPACT HOW YOU RECEIVE YOUR PAYROLL CHECKS FROM KING COUNTY ****

How to get started:

- Complete the attached Electronic Funds Transfer Authorization Agreement
- Return completed form to Safety & Claims via mail or fax (*for quicker processing, minimum 5 working days*)
 - We cannot guarantee any documentation sent via email is secure
- Provide a valid email address
 - A confirmation email of the transferred funds will be sent each pay period
- *If all the necessary fields within the Electronic Funds Transfer Authorization Agreement Form is not completed, your request for direct deposit cannot be processed.*

**** IF YOUR ADDRESS CHANGES, YOU MUST GO INTO PEOPLESOFT TO MAKE THE NECESSARY CHANGES AS WELL AS UPDATE YOUR CLAIMS OFFICER WITH THIS NEW INFORMATION ****

The following policies relate to workers' compensation disability benefits direct deposit:

- All **active** King County employees have the benefit of having their workers' compensation disability benefits electronically deposited into their checking or savings account with any financial institution that is a member of NACHA (National Automated Clearing House Association). You may sign up for direct deposit or change banks at any time. Allow a minimum of two pay periods for a new direct deposit account to be set up for you.
 - ***If you have or obtain legal representation under your workers' compensation claim file, your direct deposit will be discontinued immediately upon notice of representation at the Safety & Claims office.***
- To change your direct deposit, complete an updated Electronic Funds Transfer Authorization Agreement and return to the Safety & Claims office for processing. This may take a minimum of 5 working days to process.
- To discontinue direct deposit, you may turn it off by providing written notification to the Safety & Claims office within a minimum of 5 working days before the payday on which you want your direct deposit to be discontinued. After direct deposit is discontinued, you will begin receiving paper paychecks. The County will issue a paper paycheck with less than the minimum notice required only if (1) your bank account has been attached or involuntarily closed, or (2) your bank assures the County that the direct deposit amount will be returned to the County.
- If for any reason a payroll direct deposit results in an overpayment, you must immediately reimburse the County for the amount paid in error or the County will deduct the overpaid direct deposit amount from your next workers' compensation disability benefits check. The County reserves the right to recall any and all direct deposits and has the authority to reverse a direct deposit if the County makes an excess deposit or is required to withhold funds for child support orders.