

Direct deposit: Making life a little easier

Direct deposit is a safe, convenient, proven method of sending your pay directly to your checking and savings accounts. Your money is available in your account on payday.

Safe, secure

No direct deposit has ever been lost or stolen. Your money and information are secure. With direct deposit, you don't need to worry about lost paychecks or identity theft.

Convenient, flexible

Because your pay is sent automatically, you won't need to go to your bank or credit union to deposit your paycheck. And you can deposit your pay into more than one account.

Confidential

Direct deposit is a confidential way to deposit your pay. Fewer people have access to your account information with direct deposit than with the processing and handling of standard checks.

Proven track record

More than 8 out of 10 of your King County co-workers use direct deposit.

It's **Safe. Secure. Convenient. Confidential. Flexible. And Proven.**

How do I sign up?

It takes only a few minutes to switch your pay from a check to direct deposit.

Step 1

Complete the form on the other side of this brochure. Make sure you include a voided check or savings deposit slip.

Step 2

Return the form with the attached check or deposit slip to your department or division payroll representative.



Step 3

Enjoy the convenience and security of having your pay deposited directly into your bank account . . . *no matter where you are!*



King County

Department of Executive Services
Finance & Business Operations Division
Payroll Systems and Operations Section

821 2nd Avenue South
Seattle, WA 98104

Phone (206) 205-5980 • Fax (206) 263-2750



Your paycheck.

Deposited automatically.

No matter where you are.

DIRECT DEPOSIT

No stress.

No hassles.

No worries.

***Convenient • Flexible •
Confidential • Safe • Secure***

Payroll Direct Deposit Authorization Agreement



Employee name: _____ Last 4 digits of SSN: _____

Last name, first name, MI (as appears on paystub)

PeopleSoft ID: _____ KC #: _____ Payroll type: ☐ Bi-weekly ☐ Semi-monthly
(as appears on paystub)

DIRECT DEPOSIT OPTIONS

Attach a voided check (checking account) or savings deposit slip (savings account) for each ADD option selected below. Return completed form to your payroll representative.

ADD or CHANGE: Allow minimum of 2 pay periods for processing

Financial Institution 1	Add		Checking			
	Change				Savings	
	Stop					
PRIMARY Financial Institution Name			Account Number			
_____			_____			
NET PAY WILL BE DEPOSITED – NO DOLLAR AMOUNT NEEDED <i>Bank code (payroll use)</i>						

Financial Institution 2	Add		Checking			
	Change				Savings	
	Stop					
SECOND Financial Institution Name			Account Number			
_____			_____			
AMOUNT OF DEPOSIT EACH PAYDAY \$ _____ <i>Bank code (payroll use)</i>						

Financial Institution 3	Add		Checking			
	Change				Savings	
	Stop					
THIRD Financial Institution Name			Account Number			
_____			_____			
AMOUNT OF DEPOSIT EACH PAYDAY \$ _____ <i>Bank code (payroll use)</i>						

I hereby authorize King County to initiate automatic deposit of my net earnings each pay period to the bank (hereinafter known as the Financial Institution) for which I have attached a voided check(s). The following policies relate to payroll direct deposit:

All King County employees have the benefit of having their paychecks electronically deposited into their checking or savings account with any financial institution that is a member of NACHA (National Automated Clearing House Association). Employees may sign up for direct deposit or change banks at any time, **allowing for a minimum of 2 pay periods** for processing.

The Department of Finance, Payroll Operations must receive written notification from the employee within a minimum of ten (10) working days before payday to stop direct deposit, after which all pay will be made via paychecks. King County will issue a paycheck with less than the minimum notice required only if: (1) The employee's account has been attached or involuntarily closed; or (2) The employee's bank assures the County that the direct deposit monies will be returned to the County.

Special payrolls are typically excluded from direct deposit and are distributed through the employee's work location.

If for any reason a payroll direct deposit results in an erroneous payment, the employee will immediately reimburse the County for the amount paid in error or the County may deduct the amount from the next pay period. King 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 garnishments, court orders, or child support orders.

This authority is to remain in full force and effect until King County has received written notification from me of its termination in such time and in such manner as to afford King County and the Financial Institution a reasonable opportunity to act upon it.

Employee Signature: _____ Date: _____