**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!*

**DIRECT DEPOSIT**

No stress.

No hassles.

No worries.

Your paycheck.

Deposited automatically.

*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

**Convenient • Flexible • Confidential • Safe • Secure**
**Payroll Direct Deposit Authorization Agreement**

**King County**

**Department of Finance**

**Financial Management Division**

**Payroll Operations Section**

**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]

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### DIRECT DEPOSIT OPTIONS

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Account Number</th>
<th>Amount of Deposit Each Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECOND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THIRD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NET PAY WILL BE DEPOSITED – NO DOLLAR AMOUNT NEEDED**

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**Employee Signature:**

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**Date:**

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**Payroll Operations Section**

**Financial Management Division**

**Department of Finance**

**King County**

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**Authorization Agreement**

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**Payroll Direct Deposit**

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