

County of Santa Cruz
Automatic Payroll Deposit Authorization

Index #	Dept Name	Effective Pay Period #
Employee #	Employee Name	Work Phone #

- ☐ **A. I have not previously been on Automatic Deposit with Santa Cruz County or I have had a break in service. Please ADD me to the system. (Fill in Bank Information Below)**
- ☐ **B. I am currently on Automatic Deposit with Santa Cruz County.**
Please CHANGE my deposit instruction in the following manner:
- ☐ Please add an account to my existing Automatic Deposit (no more than 3 total). Bank information indicated below.
- ☐ Acct # _____ at _____ (Bank) has been closed.
Please delete this from my Automatic Deposit.
- ☐ Please change the amount going to one or more of my current accounts. (Specify account below)
- ☐ Other (please explain)
- ☐ **C. Please DELETE my accounts from the Automatic Deposit System. I am electing to receive a check.**

BANK INFORMATION (for adding or changing banks)

Bank #1	Bank Name:	City:	State:
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account#	Dollar Amount or Percent
Bank #2	Bank Name:	City:	State:
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account#	Dollar Amount or Percent
Bank #3	Bank Name:	City:	State:
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account#	Dollar Amount or Percent

IMPORTANT NOTES

- Net pay can be split among a total of three (3) different accounts, checking and/or savings.
- The total amount of your net pay must be deposited. You cannot use the automatic deposit option and also receive a check.
- Automatic deposits will not begin until the third pay period after this form is processed. Any changes to account numbers or additions of new accounts will cause you to receive a paycheck for two pay periods. Changes in amounts only or deletions of accounts (without adding a replacement) will not interrupt your auto deposit.
- **You MUST attach PRE-PRINTED backup for each account including your Name, Routing Number and Account Number. Deposit Slips and hand written backups, even if issued at the bank are NOT acceptable. Acceptable backups include voided checks and bank statements (Please verify the statement has the required information requested).**
- Deposits will be made in the order they are entered. Remember, after the first Deposit (Bank #1) has been figured, the computer applies the next set of directions to the remainder of the deposit. For example if Bank #1 gets 50% of your deposit and Bank #2 gets 30%, this will be 30% of the remaining 50%, not 30% of the entire check. Therefore, your final entry must be 100%, or the remainder of your balance when all other instructions have been carried out.

I hereby authorize the County Auditor to automatically deposit my net pay to the account(s) designated above. This authority is to remain in effect until I notify the County Auditor in writing of its termination.

Signature _____

Date _____