

Polk County Payroll Auto-Deposit Authorization Form

Employee Name _____
Please Print

_____ Begin Auto-Deposit _____ Stop Auto-Deposit _____ Change Auto Deposit

You may deposit your net pay into a maximum of four different accounts. The accounts do not all have to be at the same financial institution. One of the accounts must be designated for the balance of your net pay. The account for the balance of net pay should be listed last on the form. Net pay can be deposited to any bank, savings and loan or credit union in the United States if the financial institution accepts auto-deposits. (The Polk County Credit Union is not able to accept auto-deposits.) All net pay must be deposited into the accounts you list. You cannot have part of your pay on auto deposited then receive a paycheck for the balance of your pay. Changes or termination of auto-deposit require the completion of a new form, and will not be accepted via phone or E-Mail. You are responsible for changing your auto-deposit form if your bank account number changes, or your account is closed, etc.

Attach a voided check for each account listed below or submit other documentation from your financial institution that includes your account number and Transit ABA number.

1) Institution Name _____
Transit/ABA Number _____
Account Number _____
Type of Account Checking _____ Savings _____
Amount to Deposit \$ _____ or _____ Balance of pay

2) Bank Name _____
Transit/ABA Number _____
Account Number _____
Type of Account Checking _____ Savings _____
Amount to Deposit \$ _____ or _____ Balance of pay

3) Bank Name _____
Transit/ABA Number _____
Account Number _____
Type of Account Checking _____ Savings _____
Amount to Deposit \$ _____ or _____ Balance of pay

4) Bank Name _____
Transit/ABA Number _____
Account Number _____
Type of Account Checking _____ Savings _____
Amount to Deposit \$ _____ or _____ Balance of pay

I hereby authorize the above payroll auto-deposits to be effective until I submit a new Authorization Form. I understand auto-deposits are not available in my accounts until after 8:00 AM on payday. I also authorize the debiting of the above accounts by Polk County in the event the accounts are credited with net pay in error.

Employee Signature: _____ Date: _____