



## NEW CASTLE COUNTY AUTHORIZATION AGREEMENT FOR TWO DIRECT DEPOSITS OF PAYROLL (ACH CREDITS)

- I am a new employee  
 I am requesting changes to my direct deposit

*Please print or type.*

PART 1: EMPLOYEE INFORMATION	
<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE ID or SOCIAL SECURITY#:</b>	
<b>WORK OR HOME PHONE:</b>	

PART 2. DEPOSITORY FINANCIAL INSTITUTION INFORMATION		
	1 <sup>st</sup> Account – Indicate Flat Amount	2 <sup>nd</sup> Account – Net Pay
<b>NAME OF BANK:</b>		
<b>BRANCH ADDRESS:</b>		
<b>BANK ROUTING NUMBER:</b>		
<b>ACCOUNT NUMBER:</b>		
<b>TYPE OF ACCOUNT</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>DEPOSIT AMOUNT:</b>	\$	<b>NET PAY</b>
<i>A voided check or official bank letter with transit and account numbers must accompany this form for each account listed.</i>		

PART 3. EMPLOYEE AUTHORIZATION	
<p>I hereby authorize New Castle County to initiate credit entries to the accounts indicated at the financial institutions listed above so that funds are available to me on pay day. In the event funds to which I am not entitled are deposited to my accounts, I authorize New Castle County to direct the bank to return said funds.</p> <p><b>I hereby agree that I will not have the County direct deposit any of my funds to either a foreign bank or to a U.S. bank and then have the entire amount forwarded to a bank account in another country.</b></p> <p>This authorization is to remain in full force and effect until New Castle County has received written notification from me of its termination at such time and in such manner as to afford both New Castle County and the depository financial institution a reasonable opportunity to act on it.</p> <p>Participation in direct deposit is a mandatory condition of employment for employees hired after 11/1/97.</p> <p>A statement of direct deposit (online paycheck via Employee Self-Service) will be provided detailing the gross pay amounts, deductions and the bank accounts to which the net pay was deposited.</p>	
<b>SIGNATURE OF EMPLOYEE:</b>	
<b>DATE:</b>	