

HUBBARD COUNTY DIRECT DEPOSIT

Direct deposit is mandatory for all Hubbard County employees. It is safe, convenient and easy to do. Pay checks will be automatically deposited into checking or savings account on payday. There is no need to change any present banking relationship to take advantage of this service, as long as the employee has an existing account. Up to four different accounts may be chosen for direct deposit, and they can be in up to two different financial institutions.

Employees will receive an earnings statement which shows gross pay, taxes, other deductions and the net pay which has been deposited into their accounts. The earnings statements are now available after 2 p.m. on Thursdays prior to payday and will be placed in departmental mailboxes for delivery. This allows those who may have flex time or scheduled Friday time off to receive their statement before they leave.

Please fill out the authorization form below which gives Hubbard County and the chosen financial institution the authority to deposit pay directly into bank accounts. Be sure to:

- 1. Circle the type of account, checking or savings and complete the amount to be deposited in each account;
2. Fill in your name, name and location of the financial institution and the date;
3. Fill out the Transit/Routing (ABA) Number from the left side of your check (this is the bank's number) and then the account number which is usually just after the routing number (this is your personal account number).
4. Attach a voided check or deposit slip for verification of all financial institution information;
5. Sign the form and return it to the Coordinator's Office for processing.

Employee Name: (please print)
Employee Authorization: Date:

I authorize Hubbard County and the financial institution listed below to initiate electronic credit entries, and if necessary, to debit entries and adjustments for any credit entries which were incompletely funded by my employer or for any credit entries otherwise in error to my:

FIRST FINANCIAL INSTITUTION CHOICES: (total of 4 accounts in up to two institutions)

- Account #1, Checking/Savings Amount: Account #2, Checking /Savings Amount:
Account #3, Checking/Savings Amount: Account #4, Checking /Savings Amount:
Account Number at Financial Institution Account Number at Financial Institution

Financial Institution/Branch City, State
Transit/Routing (ABA) Number

SECOND FINANCIAL INSTITUTION CHOICES:

- Account #1, Checking/Savings Amount: Account #2, Checking /Savings Amount:
Account #3, Checking/Savings Amount:
Account Number at Financial Institution Account Number at Financial Institution

Financial Institution/Branch City, State
Transit/Routing (ABA) Number