

HUMBOLDT COUNTY HUMAN RESOURCES/PAYROLL

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I, _____
First Middle Last

employee of _____ hereby authorize my
Department/District

employing district and/or Humboldt County through the Humboldt County Human Resources/Payroll ("Payroll") and the financial institution shown on the check below, to deposit my net pay into my account. I shall hold harmless and indemnify Humboldt County, and its officers and employees ("County") from any claim or demand of whatever nature including those based upon negligence of the County its officers and employees, brought by any person, including any banking institution against County in its capacity concerning the Payroll Check disposition provided by Payroll.

I understand it is my responsibility to ensure that my net check has been properly credited to my account before issuing checks against that account. If funds to which I am not entitled are deposited, I hereby authorize Payroll either to direct the financial institution to return such funds or to request a "stop payment" of the Auto Deposit and to issue a check for the correct amount. This completed request is for the disposition of my paycheck from the effective date specified until I have notified Payroll in writing to discontinue this service.

I understand that failing to comply with my department's timecard policies may cause my direct deposit to be cancelled for that pay period. After two direct deposit cancellations for failing to meet the department's timecard policies, Payroll has the option to suspend direct deposit privileges.

Date Social Security Number Employee's Signature

ATTACH VOIDED CHECK

(Deposit slips in back of checkbook are NOT acceptable.)

WE WILL TEST ALL CHECKS

Name of Bank: _____

Account Number: _____ Routing Number: _____

CHECKING:

SAVINGS:

Testing Definition = We will test your routing and account number and make sure everything is correct, your first check will be a paper check, if everything is fine your following check is a direct deposit.