



DIRECT DEPOSIT ENROLLMENT FORM

Department of Finance, Payroll & Employee Benefits Division
 141 Pryor Street, S.W., Suite 7001
 Atlanta, Georgia 30303
 Telephone: 404-612-7605
 Fax: 404-730-7610
 Email: payrollunit@fultoncountyga.gov

TAKE ADVANTAGE OF DIRECT DEPOSIT TODAY

You can have your payroll check deposited into your account without ever having to go to your bank.

- ✓ **It's Fast**
 As soon as it's time for you to be paid, your money is deposited electronically. The delay between receiving your pay and getting it into your account is eliminated.
- ✓ **It's Safe**
 Since there is no paper check to worry about, there's no chance that it can be lost or stolen.
- ✓ **It's Free**
 There is no charge for the service.

If you choose to receive your direct deposit to your bank account, please complete this form and return to the Payroll & Employee Benefits Office.

You must attach a copy of a voided check for a checking account deposit. If you choose a savings account deposit or do not have a check available, documentation from your bank is required as to the correct routing number and account number to process your direct deposit. Handwritten account documentation will not be accepted.

LEGAL NAME:		LAST 4 SSN:										
ADDRESS:		PHONE NO.										
MY BANK'S NAME:		EMAIL ADDRESS:										
ROUTING NO. (First grouping of 9 numbers at the bottom of your check)		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
PLEASE CHECK ONE BELOW:												
<input type="checkbox"/>	DEPOSIT TO MY CHECKING ACCOUNT	<input type="checkbox"/>	Voided Check Attached									
<input type="checkbox"/>	DEPOSIT TO MY SAVINGS ACCOUNT	<input type="checkbox"/>	Bank Documentation Attached									
ACCT. NO.												
<p><i>I want the convenience and safety of having my pay deposited directly to my bank account each payday. I understand that I can terminate the direct deposit of payroll arrangement simply by giving written notice, subject to Finance Department deadlines. I authorize credit entries and any adjustments to be made to my account. I understand that if my account is closed or changes are made after the payroll deadline, it will result in a delay of my direct deposit payroll funds.</i></p>												
SIGNATURE		DATE										