

# DIRECT DEPOSIT AUTHORIZATION AGREEMENT



Employer Name: THE COUNTY OF HENRICO, VIRGINIA

Employer ID #: 54-6001344G

I hereby authorize The County of Henrico, Virginia to initiate credit entries to my account and the Financial Institution named below. I also authorize The County of Henrico, Virginia to draw drafts on my account or to initiate debit entries to my account, for the purpose of withdrawing money from my account, but solely in order to adjust an error resulting from a deposit or credit entry that has been made under this Authorization in an amount that is not correct. The financial institution shall not be liable for honoring any draft, debit entry, or withdrawal initiated by The County of Henrico, Virginia. This authority is to remain in effect until The County of Henrico, Virginia has received written notification from me of a change in such time and in such manner as to afford The County of Henrico, Virginia a reasonable opportunity to act on it.

A voided check or savings deposit slip (with routing numbers) for each account must be attached. If using more than 1 account, percentage to be deposited between all accounts must total 100%. Submit completed form to Human Resources for processing for the next available payroll. If you need space for more accounts (total of 5 max), please use a second page. Wrong or missing information may delay setup.

|                     |            |                 |                      |
|---------------------|------------|-----------------|----------------------|
| First Name _____    | MI _____   | Last Name _____ | Soc Sec Number _____ |
| Daytime Phone _____ | Dept _____ | Signature _____ | Date _____           |

- Checking
- Savings
- % \_\_\_\_\_  
To Be Deposited
- Add
- Change
- Stop/Delete

**TAPE (do not staple) voided check for checking accounts or savings deposit slip for savings accounts (MUST have routing number). If missing routing information, or for accounts without checks or deposit slips, obtain a statement on your bank's letterhead stating the account holder name, account number, and routing number.**

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- Savings
- % \_\_\_\_\_  
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**TOTAL MUST = 100%**