

CHECKING Direct Deposit Sign-up/Authorization Form

- Complete this form with your name, social security number, work address and phone, and the name and location of your financial institution
- Attach a check to the form. Print "VOID" across the front of the check. Payroll Coordinator will contact you if she has questions.
- Check box if you would like previous direct deposit stopped

I hereby authorized GLENN COUNTY
to initiate deposits to my account

Name of Your Bank, Savings and Loan, or Credit Union

Checking Account

Financial Institution's City and State Location

This authority is to remain in force until I revoke it by
giving written notice to my employer or upon
termination of my employment.

Your Signature

Date

Printed Name

Social Security Number

Your Work Address

Work Phone # and Extension

ACCOUNT INFORMATION

Transit Routing Number

Account Number

\$ _____

Per Period Amount

Note: Direct Deposit to your account will occur the **second** pay period following receipt of this authorization by the Department of Finance.

SAVINGS Direct Deposit Sign-up/Authorization Form

- Complete this form with your name, social security number, work address and phone, and the name and location of your financial institution
- For savings account, please obtain the correct transit routing and account number from your financial institution. Payroll Coordinator will contact you if she has questions.
- Check box if you would like previous direct deposit stopped

I hereby authorized GLENN COUNTY
to initiate deposits to my account

Name of Your Bank, Savings and Loan, or Credit Union

Savings Account

Financial Institution's City and State Location

This authority is to remain in force until I revoke it by
giving written notice to my employer or upon
termination of my employment.

Your Signature

Date

Printed Name

Social Security Number

Your Work Address

Work Phone # and Extension

ACCOUNT INFORMATION

Transit Routing Number

Account Number

\$ _____

Per Period Amount

Note: Direct Deposit to your account will occur the **second** pay period following receipt of this authorization by the Department of Finance.