

## IOWA COUNTY PAYROLL DIRECT DEPOSIT

All Iowa County employees and elected officials are required to receive their paycheck through automatic deposit into your bank account (checking or savings account) on payday per County Board action at the June 16, 2009 County Board Meeting.

### Here's how Direct Deposit works:

On payday you'll receive an earnings statement which shows gross pay, taxes, other deductions, and net pay. The net pay will be deposited in your account. The amount of the deposit will appear on your bank statement or in your bank account. Along with your pay, and taxable fringe benefits (meals, taxable mileage, etc.), you will be reimbursed for all expenses per the County's expense reimbursement policy.

Direct Deposit is safe, convenient, and easy. Please complete and return the authorization form to the Finance or Employee Relations Department.

### The authorization form below allows Iowa County and your financial institution the authority to deposit your pay to your financial institution account.

1. Mark the account-type box to indicate whether your pay should be deposited to your checking or savings account.
2. Fill in your name, name and location of your financial institution, and the date.
3. **Attach a voided check** for verification of all financial institution information.
4. Sign the form.

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Employee's Authorization – Please fill out and return to the Finance or Employee Relations Office.

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

\_\_\_\_\_ Checking Account                      \_\_\_\_\_ Savings Account

This authority will remain in effect until I cancel it in writing.

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Branch

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Transit/Routing (ABA) 9 Digit Number

\_\_\_\_\_  
Account Number at Financial Institution