

PULASKI COUNTY PAYROLL
DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

1. Print your name, social security number, work phone number and email address.
2. Check one of the following:
 - New – Check this box if this is a first time direct deposit of wages.
 - Stop – Check this box if you want to discontinue direct deposit of wages to your current account.
 - Change – Check this box if you are making a change to your direct deposit.
 - After checking the change box specify what option you want to make the change to.
3. Complete the first section as your primary option. This section is for the “Net Pay Option”. When completing this section, you are authorizing the Payroll Department to send your “net check” to the financial institution you specify in this box. **THIS BOX MUST BE COMPLETED IN ORDER TO BEGIN DIRECT DEPOSIT.** All information requested must be completed in this box. You will need to check the type of account, checking or savings.
4. If you would like to send a specified amount for another type of account or to another financial institution, you will need to complete the second section as your secondary option. This option must be a “fixed amount” to be deducted and remitted to the financial institution you specify in the secondary option box. If you chose a second option, all information requested must be completed in this box. You will need to check the type of account, checking or savings, and indicate the total amount to be remitted to the financial institution designated as your secondary option.
5. Complete the third section if you would like specified amount of your pay to go to a third account or financial institution. Follow the instructions in #4 above when completing the third option section.
6. After having read the “AUTHORIZATION” statement, sign and date the form.
7. Return the completed form with the requested documents to the **PAYROLL DEPARTMENT, 201 SO. BROADWAY, SUITE 440.**

IMPORTANT

WHEN INDICATING A CHECKING ACCOUNT, ATTACH A PERMANENT BLANK CHECK AND WRITE “VOID” ON THE FACE OF THE CHECK FOR EACH CHECKING ACCOUNT INDICATED.

TO VERIFY ACCOUNT NUMBER EMPLOYEE CAN ALSO SUBMIT:

- **A FORM 1199 SIGNED AND DATED BY THE BANK.**
- **A LETTER FROM THE BANK LISTING THE EMPLOYEE’S NAME AND ACCOUNT NUMBER. THE LETTER ALSO NEEDS TO STATE THE BANK’S NAME, ADDRESS AND ROUTING NUMBER.**

CREDIT UNION INFORMATION: ANY CREDIT UNION FORM SUBMITTED TO PAYROLL AS ACCOUNT NUMBER VERIFICATION NEEDS TO BE SIGNED AND DATED BY A CREDIT UNION EMPLOYEE.

THE PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM DOES NOT ENROLL, CHANGE OR STOP AN EMPLOYEE’S CREDIT UNION MEMBERSHIP. CREDIT UNION MEMBERSHIP FORMS MUST BE COMPLETED SEPARATELY FOR ANY ENROLLMENT, CHANGE OR STOP TO AN ACCOUNT AND SUBMITTED TO THE APPROPRIATE CREDIT UNION.