

Direct Deposit Application

Harnett County employee's paychecks will be automatically deposited at the financial institution of their choice. The advantages to Direct Deposit include:

- Automatic deposits are safer, the money is in the bank and you don't have the opportunity to lose it.
- On payday you don't have to make arrangements to get the check to the bank (especially banks which are a distance from the work location) or sign leave to take it yourself.
- If you are on vacation, on a trip, out sick or on business out of town; you do not have to make arrangements to have someone get your check for you.
- Automatically deposited monies are in the bank payday morning.

Important Note:

ALL NEW OR CHANGED DIRECT DEPOSIT INFORMATION IS PRENOTED SO THAT ACCOUNT INFORMATION CAN BE SENT TO AND VERIFIED BY YOUR BANK. **YOU WILL RECEIVE A PAYCHECK THE MONTH YOU BEGIN OR CHANGE YOUR NET PAY ELECTION!!** YOUR NET PAY AND/OR DEDUCTION(S) WILL BE DIRECT DEPOSITED AFTER YOU HAVE SUCCESSFULLY COMPLETED THE PRENOTE PROCESS.

Please print legibly and provide all information requested:

Name: _____ Dept. _____ Daytime Phone: _____

BOX 1 DIRECT DEPOSIT OF NET PAY

CHECKING New Change Cancel OR SAVINGS New Change Cancel

BANK NAME: _____

Account Number: _____

Bank Routing Number: _____

NOTE: When changing net pay, the old net pay direct deposit will automatically be cancelled.

BOX 2 DIRECT DEPOSIT DEDUCTION(S)

CHECKING New Change Cancel
 \$ Amount Change Only

SAVINGS New Change Cancel
 \$ Amount Change Only

BANK NAME: _____

BANK NAME: _____

Account Number: _____

Account Number: _____

Bank Routing Number: _____

Bank Routing Number: _____

Deduction Amount: \$ _____

Deduction Amount: \$ _____

NOTE: You may have up to one checking and one savings deduction. If you elect to change from a savings deduction to a checking deduction, or vice versa, you must cancel the first one; otherwise, the second one will prenote as a "New" deduction in addition to the other current deduction.

ATTACH VOIDED CHECK OR LETER FROM THE BANK WITH ACCOUNT AND BANK ROUTING NUMBERS
Letter must be attached for Savings Account

Example:



(Bank Routing Number): (Account Number)

Signature

Date