

**VOIDED CHECK, DEPOSIT SLIP or DOCUMENT WITH PRINTED  
ACCOUNT NUMBERS REQUIRED**

**AUTHORIZATION AGREEMENT FOR  
DIRECT DEPOSITS (ACH CREDITS)**

I hereby authorize Colleton County Government, hereinafter called **COMPANY**, to initiate payroll credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my

Please select one:

- Checking Account  
 Savings Account

Indicated below and depository named below, hereinafter called **DEPOSITORY**, to credit and/or debit the same to such account.

BANK NAME \_\_\_\_\_

LOCATION/CITY OF BANK \_\_\_\_\_

BANK ROUTING NUMBER \_\_\_\_\_

BANK ACCOUNT NUMBER \_\_\_\_\_

PRE-NOTIFICATION/TEST of the bank account information will take place the first payroll following the receipt of bank account information. Employee's payroll will be deposited into the account employee specified on the payroll following pre-notification/ test if test was successful.

This authority is to remain in full force and effect until **COMPANY** has received written notification from me of its termination in such time and in such manner as to afford **COMPANY** and **DEPOSITORY** a reasonable opportunity to act on it.

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE SOC. SEC. # \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

Per Colleton County Government's Personnel Policy Manual (C.C.P.P.), Section 10.7A Employees are paid on a bi-weekly basis through **direct deposit** on Fridays. Employees are required to provide bank routing and account information to H. R. within two weeks of the date of hire so that payroll direct deposit can be processed with the bank of the employee's choosing.

10.7B Failure to maintain a bank account and to provide notice to Human Resources of any changes can result in significant delays in receipt of pay.

Submit bank account information to Human Resources before the close of business on

\_\_\_\_\_.