

Rockwall County Direct Deposit Request Form

Eligibility

1. All employees who receive a bi-weekly paycheck
2. Copy of voided check, deposit set up form, or print out from online banking MUST be attached
3. Direct deposit may be split between accounts

Deposits

1. Direct Deposits will be sent as Prenote (test) on the next available payroll processing date
2. Direct Deposit should be in effect on the payroll after the Prenote unless the bank rejects the test file
3. On pay day, it is the Employee's responsibility to verify funds have been received in his/her account

Cancellations

1. Employee may cancel in writing at any time
2. Supervisor and/or treasurer may request cancellation for just cause

Closing Bank Account

1. Employee must notify Treasurer in writing at least 3 weeks prior to closing a bank account to ensure proper disposition of his/her net pay
2. Treasurer accepts no fault or liability if account is closed without proper notification
3. Re-Issue of direct deposit may be processed upon return of funds from receiving bank; re-issuance can take up to 30 days

Employee Name: _____ **Date:** _____ **Dept:** _____

TO BE COMPLETED BY EMPLOYEE

ATTACH A VOID COPY OF CHECK, DIR DEP SET-UP FORM, OR ONLINE BANKING PRINT OUT

Bank Name: _____ Bank Phone: _____

Bank Routing #: _____ Bank Account # _____

Primary Account: **ALL REMAINING**

Circle one: **Checking** **Savings**

Bank Name: _____ Bank Phone: _____

Bank Routing #: _____ Bank Account # _____

Amount: _____

Circle one: **Checking** **Savings**

Bank Name: _____ Bank Phone: _____

Bank Routing #: _____ Bank Account # _____

Amount: _____

Circle one: **Checking** **Savings**

I (We) hereby authorize Rockwall County Treasurer's Office to initiate entries to my checking/savings account(s) at the financial institution(s) listed above and, if necessary, initiate adjustments for any transactions credited in error. This authority will remain in effect until the county and the financial institution receives notice to change or cancel.

Employee Signature: _____

To be Completed by Treasurer Staff

Prenote pay date: _____ Effective Pay Date: _____

Processed by: _____