

Did You Know...?

- | Your Direct Deposit will be effective the second payroll following the receipt of your Direct Deposit Authorization form by Payroll.
- | Direct Deposit is used for the Regular Bi-Weekly payroll, Monthly payroll and mini-Payroll cycles.
- | There is no limit to the amount of changes you can make to your account(s) for Direct Deposit.
- | Account setup and changes to your account information, other than the dollar amount of the deposit are subject to a pre-note (account testing) process. This means that a paper paycheck will be provided to you on the next payroll. Payroll will email you with the time and location of your check pickup.
- | It's important to verify your account number and routing transit number with your financial institution(s). A voided check or ACH Bank print out helps Payroll with the accuracy of account set up. Deposit slips do not include the correct routing number.
- | The direct deposit processing times vary by Financial Institutions so your net deposit is reflected in your account based on the banks schedule.
- | For multiple accounts your net check will be deposited in the order in which you list (1, 2, 3) on the authorization form. To add more than three (3) accounts, submit an additional Direct Deposit Authorization noting the order of processing (4,5,6 etc.) [See Example Below for Additional Details](#)

Instructions for Completing Your Authorization Form

- | **ACTION** - Select **Add** if this is a new account, **Change** if you are making a change to a current account or **Cancel** if you want to delete this account from your set up.
- | **ACCOUNT TYPE** - Select the type of account – **Checking** or **Savings**.
- | **BANK NAME/City/State** - Enter the name of the financial institution, the City and State of your bank branch.
- | **DEPOSIT AMOUNT** - Enter the deposit amount for this account. If only one account is set up, the default deposit will be **ALL**.
- | **ROUTING NUMBER** - Enter the routing/transit number for your Bank. This is a 9 digit number.
- | **ACCOUNT NUMBER** - Enter the account number.

Example:

ACTION <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel	ACCOUNT TYPE CHECKING <input type="checkbox"/> SAVINGS <input checked="" type="checkbox"/>
1 BANK NAME/ City/ State First Financial Institution Name/ Mount Vernon, WA	DEPOSIT AMOUNT ALL <input type="checkbox"/> OR \$ 5 0 0 .
ROUTING NUMBER 1 2 3 4 5 6 7 8 9 MUST BE 9 DIGITS	ACCOUNT NUMBER 0 9 8 7 6 5 4 3 2 1
ACTION <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel	ACCOUNT TYPE CHECKING <input checked="" type="checkbox"/> SAVINGS <input type="checkbox"/>
2 BANK NAME/ City/ State First Financial Institution Name/ Mount Vernon, WA	DEPOSIT AMOUNT REMAINDER <input type="checkbox"/> OR \$ 2 0 0 .
ROUTING NUMBER 1 2 3 4 5 6 7 8 9 MUST BE 9 DIGITS	ACCOUNT NUMBER 9 8 7 6 5 4 3 2 1 0
ACTION <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel	ACCOUNT TYPE CHECKING <input checked="" type="checkbox"/> SAVINGS <input type="checkbox"/>
3 BANK NAME/ City/ State Second Financial Institution Name/ Mount Vernon, WA	DEPOSIT AMOUNT REMAINDER <input checked="" type="checkbox"/> OR \$.
ROUTING NUMBER 0 2 3 4 5 6 7 8 1 MUST BE 9 DIGITS	ACCOUNT NUMBER 1 2 3 4 5 6 7 8 9 0