

St. Clair County Community Mental Health
Authorization Agreement for Automatic Payroll Deposits

Employee Information:

Check one: ☐ New Enrollment ☐ Change Account Information

Employee #: _____

Name: _____
(as it appears on the bank account)

Address: _____

Financial Institution Information:

Financial Institution Name: _____

Address: _____

Account #: _____ Routing #: _____

Account Type: ☐ Savings ☐ Checking

Direct Deposit Amount: \$ _____

****A copy of a voided check or deposit slip must accompany this authorization***

Authorization:

I hereby authorize St. Clair County Community Mental Health to deposit my payroll earnings into the account listed above and if necessary, debit entries or adjustments for any deposits made in error to my (our) account. This authority will remain in full force and effect until written notice from me has been received by the company in such a manner as to afford reasonable time to act on it.

Employee Signature

Print Name

Date

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In Office Use Only:

Verbal confirmation of banking information change by: _____ Date: _____

Chief Financial Officer Approval: _____ Date: _____

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About our Payroll Direct Deposit Program

Q: Can I deposit my payroll into my personal financial institution?

A: With your authorization, we will deposit your payroll earnings into the financial institution of your choice.

Q: How will I know the amount of the deposit?

A: Your ADP pay statement will reflect the net amount deposited into your account. The deposit will also appear on your bank statement.

Q: What if I don't have a bank account?

A: You must open a checking or savings account in the financial institution of your choice in order to enroll in the Payroll Direct Deposit Program.

Q: Can I deposit my earnings into more than 1 financial institution?

A: Yes, you can have up to 5 checking accounts and 5 savings accounts. You will need to complete this form for each individual account.

Q: Can I deposit various amounts into each individual account?

A: Yes, you can determine specific dollar amounts for each individual account and also determine which account will receive the remaining net pay.

Q: Can I change my deposit accounts and amounts at any time?

A: Yes, by completing and submitting a new authorization form (for each individual account). You will select "Change Account Information" at the top of the form and list the new deposit information. Please allow **up to 2 pay periods** for any changes to be fully implemented.

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