

OTERO COUNTY PAYCHECK DISTRIBUTION AUTHORIZATION

NAME: _____

Please *initial* next to the statement regarding distribution of your pay checks from Otero County.

_____ Deliver my paycheck to my department supervisor for distribution directly to me.

_____ Deliver my paycheck through direct deposit to my account

In order for us to ensure successful processing of your direct deposit, please complete, in entirety, the information below. We **CANNOT** process your pay request without this information. Failure to provide the requested information will result in your paycheck being delivered by way of a payroll check to your Department Supervisor each payday.

Name of Financial Institution: _____

Mailing address: **Note: This address must be of the branch where you opened the account**

Street Address _____

City/State/Zip _____

Bank Routing #: _____

Account Number: _____

Is this a Checking or Savings Account? _____

Name (as it appears) on Account _____

NOTE: Your first paycheck will be a paper check instead of direct deposit. County Payroll will “ping” your account by depositing a \$00.00 dollar amount in your account. This validates and verifies the account is in fact the correct account. The following paycheck after a successful “ping” will be in the way of direct deposit.

I understand that it is my responsibility to notify the payroll department of any changes to my account that may affect the deposit of my paycheck such as changes in financial institutions, account closures, and so forth,

Employee’s Signature: _____ Date: _____