

Oklahoma County Direct Deposit



Direct Deposit is a program that allows your pay to be automatically deposited into a checking or savings account. With Direct Deposit there is no need to worry about finding time to deposit your check or making arrangements when you're not at work on payday; your money will automatically be in your account on payday.

How will I know my deposit has been made?

You will receive a deposit advice instead of a payroll check – it will show your gross and net pay along with your taxes and other deductions. The monthly statement from your financial institution will also provide a record of the deposit.

Where can my deposit be made?

You can have your deposit made at any financial institution and you can deposit to a checking account, a savings account, or you can split your net pay into one checking and one savings or two checking accounts.

Can I have part of my pay deposited and receive the rest by warrant?

No. If you use Direct Deposit we can only deposit your entire net pay – you can split your deposit into three accounts if you choose but one of these deposits must be for a fixed dollar amount and the other must be for the balances of your net pay.

Are there any restrictions?

Yes. First, only full-time employees are allowed this benefit. Second, employees who cause repeated last minute changes to their pay checks will lose their Direct Deposit benefit. Also, if Payroll has to cancel a deposit after payroll processing is complete then the employee will be paid by warrant, rather than deposit, for that month. Finally, we can only allow changes to your account selections three times per year.

When is it effective?

In order to have your pay automatically deposited you must return a completed authorization form to Payroll. Completed authorizations (and changes or cancellations) received by Payroll prior to the **20th** of any month will be **effective with the following month's payroll**. (EXAMPLE: Forms turned in on July 15th will be effective with your August 31st paycheck./ Forms turned in on July 25th will be effective with your September 30th paycheck.)

How do I sign up?

Simply fill out the authorization form on the bottom of this page and **return to the Payroll Dept. with a voided check**. For saving accounts we will accept a personalized savings deposit slip.

DIRECT DEPOSIT AUTHORIZATION

Employee Name: _____

Social Security Number: _____

Department: _____

I hereby authorize Oklahoma County to deposit the net amount I am due for any pay period into the account(s) indicated by the attached check or personalized savings deposit slip. I also authorize my financial institution to credit the same to my account(s). In the event of an excess deposit, my financial institution is authorized to debit my account and return the excess amount to Oklahoma County. This authorization is to remaining effect until Oklahoma County receives written notice of termination from me in such time and manner as required by Oklahoma County and my financial institution. I understand that this agreement becomes void upon termination of employment of via Oklahoma County policy.

Employee Signature: _____ **Date:** _____

Payroll Coordinator's Signature: _____ **Date:** _____

OKLAHOMA'S CREDIT UNION ACCOUNT INFORMATION

Account Number: _____

Routing Number: _____

Please check appropriate box: Checking Account Savings Account

Teller Stamp