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Serving Daviess, Hancock, Henderson, Mclean, Ohio, Union and Webster Counties

PAYROLL/REIMBURSEMENT DIRECT DEPOSIT FORM

I hereby authorize the Green River District Health Department to direct deposit my

(Please check the boxes that apply)

- Payroll check
Reimbursements (Mileage, Cell Phone bills, miscellaneous)

into the bank(s) and account number(s) on the attached banking document (voided check).
I understand that there may be a delay before this can actually begin. I will receive a pay stub or a reimbursement notice to acknowledge processing for each pay period and/or reimbursement.

Note: All Reimbursements will be processed for direct deposit into your Bank 1 account only.

Bank one (1) Transit # Bank one (1) Account #
Bank one (1) Type of Account Checking (C) Savings (S)
Bank one (1) Deposit \$ of my net pay.

Bank two (2) Transit # Bank two (2) Account #
Bank two (2) Type of Account Checking (C) Savings (S)
Account two (2) will receive balance of net pay not requested to be deposited into Account one (1) above.

SIGNED: DATE:

SS#:

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(Attach VOIDED CHECKS here)

Note: Payroll changes must process through one payroll as a "pre-note" to ensure it goes to the proper institution and account. If the "pre-note" makes it through and we do not hear of any problems, direct deposit will begin the following pay period. For reimbursement and payroll deposits you should check with your bank(s) the first time your check(s) actually direct deposit to make sure they were credited to your account(s) at the start of business on pay date. Any type of delay indicates a problem! Anytime you change bank information/account numbers, it will result in a need for another "pre-note" to go through payroll. In that case, you will receive a regular paycheck until testing process is complete.

Your attached bank document(s) must contain both BANK TRANSIT # and ACCOUNT #. It would be a good idea to contact your financial institution to make sure the numbers listed on your document are the appropriate numbers to use for direct deposit. In some cases (especially Credit Unions and Savings & Loans) information contained on checks are not the numbers needed for direct deposit. IT'S BEST TO VERIFY!!!

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FOR PAYROLL ENTRY ONLY:

RECEIVED BY HUMAN RESOURCES OFFICE ON / /

ENTERED ON PPE / / to run PRENOTE / /

ENTERED ON PPE / / to begin DIRECT DEPOSIT / /