

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Direct Deposit is mandatory for all Utah County employees. Your direct deposit information will be used for Utah County payroll, accounts payable and other reimbursed payments to you.

Use this form to sign up or cancel direct deposit. Complete and sign the appropriate section. If this is a new set up, **be sure to attach a voided check**. Any future changes will require a completed change form.

We can set up your direct deposit after you have verified the transit number and your account number. Please verify this information with your bank!!!

Your Financial Institution Name (Depository): _____

Transit (ABA)#: _____ Account #: _____
(Routing number)

Checking _____ or Savings _____

For New Set Up

I hereby authorize Utah County Government to initiate deposits to the above named financial institution and account.

Employee Name: _____ SS# _____
(Please Print)

Employee Signature _____ Date _____

To Cancel Agreement

Do you receive Per Diem? Yes No

If you receive Per Diem we will notify the Clerk / Auditor's office of this change to your direct deposit.

I hereby authorize Utah County Government to cancel deposits to the above named financial institution and account.

Employee Name: _____ SS# _____
(Please Print)

Employee Signature _____ Date _____

___ Effective after new account is active.

___ Effective immediately.

**PLEASE ATTACH A VOIDED CHECK!
DEPOSIT SLIPS CANNOT BE USED!**

All new direct deposits begin two pay periods after valid information is obtained.

All direct deposit statements are available on the Employee Intranet. To access the Utah County Intranet, you will need a username and password. You can obtain your username and password by sending an email to

UCPersonnel@utahcounty.gov

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