

**Liberty County  
DIRECT DEPOSIT AUTHORIZATION FORM**

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPT NAME:** \_\_\_\_\_ **DEPT #:** \_\_\_\_\_

**Notice to Employees:**

- This form will override all other direct deposit authorization forms and will remain in effect until Liberty County receives written notification to change or cancel this direct deposit.
- **Direct deposit changes are limited to once per quarter, except for emergency situations.**
- You may deposit into 3 different accounts/banks, either checking or savings accounts only.
- You must specify one default account as the Primary account.
- Secondary accounts are filled in the order in which they are listed.
- In order to ensure accuracy of information, **you MUST submit a "voided" check or bank direct deposit form** for each account listed.

**1. DEFAULT ACCOUNT** [Required for all new entries.]

Bank Name: \_\_\_\_\_

Employee Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_ (should be 9 digits)

Account Type:     Checking     Savings

Amount to Deposit:     Entire Net Pay (for single account only)

Remaining Net Pay (multiple accounts)

**2. SECONDARY ACCOUNT(S)** [Please list in order of priority.]

Bank Name: \_\_\_\_\_

Employee Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_ (should be 9 digits)

Account Type:     Checking     Savings

Amount to Deposit:    \$ \_\_\_\_\_

Bank Name: \_\_\_\_\_

Employee Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_ (should be 9 digits)

Account Type:     Checking     Savings

Amount to Deposit:    \$ \_\_\_\_\_

**3. CANCELLATION**

I authorize cancellation of ALL of my direct deposit accounts.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_