



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

DIRECT DEPOSIT AUTHORIZATION

This Form MUST be typed

| | |
|-------------|-----------------------|
| Employee ID | Last Name, First Name |
|-------------|-----------------------|

This form will override ALL previous Direct Deposit Account Information.

One (1) account is allowed on this form. If more than one (1) account is desired, use EMACS Self-Service.

| | |
|---|---|
| Deposit Type: Balance | This account will receive 100% of net pay. This account will always receive 100% of Expense Advances/ Reimbursements and On Demand Pay Requests. |
| ABA/Routing/Transit Number (9 digits) | |
| Financial Institution | |
| Account Number | |
| Account Type | <input type="checkbox"/> Checking or <input type="checkbox"/> Savings |

See page two for instructions and processing information

I authorize San Bernardino County to initiate deposits and/or corrections to the financial institutions indicated herein. The financial institution is authorized to credit and/or correct the amounts to my accounts. This authority will remain in full force and effect until the County has received notification from me, in the form of a revised written Authorization or a self service direct deposit transaction, canceling this Authorization in such time and such manner as to afford the County and the depositor a reasonable opportunity to act on it. I understand that if Central Payroll cannot process this Authorization, it will be returned to my mailing address as listed in EMACS.

| | | |
|---------------------------|-------------------|-------------|
| Employee Signature | Department | Date |
|---------------------------|-------------------|-------------|

Payroll Clerk Verification

1. Verify ABA/Routing/Transit Number
2. Verify Account Number
3. Verify account type

Note: Do not send verification (i.e., voided check, bank direct deposit form, etc.) to Central Payroll

| | | |
|--|------------------|-------------|
| Payroll Clerk Name (Print & Sign) | Telephone | Date |
|--|------------------|-------------|

Office Use Only

| | | | | | |
|----------------------------------|-------------|-------------------------------|-------------|----------------------------------|-------------|
| REVIEWED BY (Initials) | DATE | KEYED BY (Initials) | DATE | VERIFIED BY (Initials) | DATE |
|----------------------------------|-------------|-------------------------------|-------------|----------------------------------|-------------|

Employee Instruction and Processing Information

To ensure account information is keyed correctly, only **TYPED** forms will be accepted

Pay Distribution – EMACS allows up to seven (7) accounts, but only one (1) account can be submitted on this form. If more than one (1) account is needed, use EMACS Self-Service. This form will override all previous direct deposit account information.

Enter **Employee ID, Last Name, First Name** (use legal name **not** a nick name, e.g. Robert or Anthony **not** Bob or Tony; include hyphenated names and/or middle name if used in signature). **The name on the form must match employee name in the EMACS system or the form will be returned.**

Deposit Types – The Balance Account is a required account, therefore the deposit type, for this form, is defaulted to the Balance Account.

ABA/Routing/Transit Number & Account Number – It is advisable to verify account information with the Financial Institution.

Enter the **Financial Institution** name.

Savings Account or Checkless Checking Account Numbers (prepaid credit or debit card) - To ensure proper processing of these types of accounts, verify the exact ABA/Routing/Transit number, account number and account type with the Financial Institution.

For The direct deposit account listed, check only one account type, **Checking** or **Savings**.

Corrections – No corrections are allowed on this form

Line outs, white outs or corrections will void the form. If an error is made, please complete a new form to ensure that the document is not rejected.

Closed Account – If an account is closed before Direct Deposit to that account is cancelled in EMACS, the monies will still be sent to the Financial Institution. Because the account is closed, Central Payroll will only reissue monies returned from the Financial Institution.

Complete and submit the Direct Deposit Authorization as soon as possible. **All valid documents received in the Central Payroll office by close of business on Friday of payday week will be guaranteed for processing.** A holiday may move the processing date up 1 day for each holiday. Verify with the department payroll specialist for early processing dates.

Refer to the **EMACS Website** for additional information on forms on Direct Deposit and Self Service Direct Deposit.

To expedite direct deposit processing, use EMACS Self Service.

Note: In the event a paper paycheck (warrant) is produced and mailed, Central Payroll is not responsible for delivery delays caused by issues arising with the U.S. Postal Service.