

Direct Deposit

Any full-time or regular part-time employee of Rock Island County is eligible for direct deposit of their paycheck. Either the net check amount or a portion of the check may be deposited in either a checking or savings account. Only one deduction to one financial institution is allowed.

An employee is required to sign a Letter of Agreement for direct deposit. Also, either a voided check, a copy of a voided check or a letter of proof from the banking institution stating the account number and routing number is required.

It will take 3 payroll cycles before the money is actually deposited into your account. To change the amount to be deposited, the Payroll Department must be notified, in writing, at least 1 week prior to payroll.

The direct deposit will not be processed unless the Letter of Agreement is signed and the appropriate documents are turned in to the Payroll Department.

If you have any questions, please contact the HR/Payroll Department.

Letter of Agreement

| start | change

I, _____, would like to have my paycheck directly deposited into my account at _____.

| Deposit my entire net amount into my account _____
(Checking or Savings Account Number)

| Deposit \$ _____ into my _____ account
(Amount to be deposited) (Checking or Savings)

Attached is a voided check, a copy of a voided check or a letter of proof from the financial institution stating the account number and the routing number.

I understand that this is an electronic funds transfer and that there may be a delay due to an unforeseen technical difficulty.

Signed _____ Date _____

Social Security Number _____