



# Direct Deposit Agreement Form

Type of Enrollment Action: (Check One)

- New
- Change
- Cancel

## Authorization Agreement

I hereby authorize Haywood County to provide for direct deposit of any salary or wages due me, less any mandatory or authorized withholding or deductions therefrom, in the below designated account.

If at any time the amount of salary or wages so deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize Haywood County Human Resources to either:

- (a) Withhold a sum equal to the overpayment from future salary or wages; or
- (b) Recover such overpayment from the above designated account.

If the County is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet eligibility requirements for the Direct Deposit program, I understand that Haywood County may terminate my enrollment in the program.

If any action taken by me results in nonacceptance of a direct deposit by the designated financial institution, I understand that the County assumes no responsibility for processing a supplement salary or wage payment until the amount of the nonacceptance deposit is returned to the County by the financial institution.

## Primary Account Information (Section A)

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

## Secondary Account Information (Must be a flat amount)

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

Dollar Amount: \_\_\_\_\_

## Signature (Section B)

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Haywood County E-Mail Address \_\_\_\_\_ @ haywoodnc.net

Please attach a voided check or deposit slip and return this form to the Payroll Department.  
Your direct deposit notification will be E-mailed to your Haywood County E-mail address.

## Cancel Direct Deposit (Section C)

I hereby cancel my direct deposit authorization:

Signature: \_\_\_\_\_