

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Rio Arriba County** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Rio Arriba County** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Rio Arriba County** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Rio Arriba County** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Employee Information

Employee's Name: _____

Employee's Email: _____

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Authorized Signature (Primary): _____ Date: _____

Please attach a voided check or payroll bank authorization and return to the Payroll Department.

Voided Check Here