



Bay County Board of Commissioners  
Direct Deposit Enrollment/Change Form

ALL ROWS MUST BE COMPLETED			
Name:			
SS#:			
Employee ID:			
Address:			
City, State, Zip			
NOTE: If changing accounts, or adding a split account, both CURRENT and NEW account information MUST be filled out.			
CURRENT (For new hires and those changing accounts)			
Bank:			
Account Type:			
Account #:			
Routing #:			
Changing Accounts <input type="checkbox"/> Adding Split Account <input type="checkbox"/> N/A <input type="checkbox"/>			
NEW (If changing direct deposit accounts OR adding a split account)			
Bank:			
Account Type:			
Account #:			
Routing #:		Split Amount:	\$

- All employees are required to sign up for direct deposit.
- In the event an incorrect amount is posted to your account, this office must have the ability to reclaim that same amount. By signing below, you are authorizing this office to credit, as well as debit when necessary, your bank account.
- Funds should be available on Thursday unless delays in the availability of funds occur due to holidays and system failures.
- As direct deposits are implemented with new banks, we may need to add further stipulations and/or guidelines. **The first paycheck following a new direct deposit account will result in a paper check. The following paychecks will be direct deposited.**
- Only dollar amounts can be designated to be split between accounts. We cannot accept a percentage split.

I have read the above information regarding direct deposits and agree to all terms and conditions set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date