



# County of El Dorado

## Employee Payroll Direct Deposit Authorization

\*EMPLOYEE NAME \_\_\_\_\_ \*EMPLOYEE ID # \_\_\_\_\_  
(Or Social Security Number if no EE # is available)

I hereby authorize COUNTY OF EL DORADO to initiate deposits (credits) and/or corrections to the previous credits to the financial institution indicated. The financial institution is authorized to credit and/or correct the amount to my account. This authority is to remain in full force and effect until revoked.

**DIRECT DEPOSIT (NET)**  NEW  CANCEL

\*FINANCIAL INSTITUTION NAME: \_\_\_\_\_

\*ACCOUNT TYPE:  CHECKING  SAVINGS \*NET AMOUNT ONLY

\*ACCOUNT # \_\_\_\_\_ \*ROUTING # \_\_\_\_\_

Deduction Code 9999

**DIRECT DEPOSIT # 2**  NEW  CANCEL  UPDATE AMOUNT ONLY

\*FINANCIAL INSTITUTION NAME: \_\_\_\_\_

\*ACCOUNT TYPE:  CHECKING  SAVINGS \*AMOUNT \$ \_\_\_\_\_ or PERCENT \_\_\_\_%

\*ACCOUNT # \_\_\_\_\_ \*ROUTING # \_\_\_\_\_

Deduction Code 9900 or 9910

**DIRECT DEPOSIT # 3**  NEW  CANCEL  UPDATE AMOUNT ONLY

\*FINANCIAL INSTITUTION NAME: \_\_\_\_\_

\*ACCOUNT TYPE:  CHECKING  SAVINGS \*AMOUNT \$ \_\_\_\_\_ or PERCENT \_\_\_\_%

\*ACCOUNT # \_\_\_\_\_ \*ROUTING # \_\_\_\_\_

Deduction Code 9905 or 9915

\*SIGNATURE \_\_\_\_\_ \*DATE \_\_\_\_\_

**ATTACH A VOIDED CHECK FOR EACH ACCOUNT**

**OR A BANK GENERATED FORM DISPLAYING YOUR NAME, ROUTING AND ACCOUNT NUMBERS.**

My Name \_\_\_\_\_ 101  
My Address \_\_\_\_\_  
My City, State, Zip \_\_\_\_\_ Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_

Routing Number: 471659165    Account Number: 225466946413    Check Number: 101

RETURN COMPLETED FORM TO:

AUDITOR-CONTROLLER  
PAYROLL OFFICE  
360 FAIR LANE  
PLACERVILLE, CA 95667

Please note: In order to verify the account, all new direct deposits will be tested for one pay period and go into effect following the banks acceptance (usually one pay period) in which case you may receive a regular pay check.

**\*\*Failure to complete all required fields will result in a the form being returned without being processed\*\***