

DIRECT DEPOSIT ENROLLMENT AUTHORIZATION

NEW DIRECT DEPOSIT ENROLLMENTS WILL USUALLY BE EFFECTIVE WITHIN 2 PAY PERIODS



SECTION A – Employee Information: Complete the information below; please print.

County Department Name (paid semi-monthly)					
Junior Taxing District Name (paid monthly)					
Employee ID #		Last 4 digits of Social Security #	XXX-XX-		
Employee Name (Last, First, Middle)					

SECTION B – Change Reason and Account Information: Primary account and up to three additional accounts.

Primary Account - The primary account is where the balance of your pay check is deposited <u>after</u> the fixed \$ dollar amounts or percentages % are deposited from Accounts 2, 3, and 4 in the next section. **If SnoCope Credit Union is your Primary Account, please check Savings only and contact SnoCope if you wish to distribute the deposited funds to <u>multiple</u> SnoCope accounts.					
Primary Acct	Select One:	Select One	ABA Transit Routing Number		Net Pay Remaining
	<input type="checkbox"/> New	Account Type:			
	<input type="checkbox"/> Change	<input type="checkbox"/> Checking	Acct #:		
	<input type="checkbox"/> Cancel	<input type="checkbox"/> Savings	Bank Name:		

Accounts 2, 3, or 4 (optional) – Enter account information for SnoCope Credit Union or other financial institutions. For each account, enter either a fixed dollar \$ amount or a percentage of your net pay check. If you have already selected SnoCope as your Primary Account above, you do not need to complete the SnoCope Account 4 section below. ****Please contact SnoCope Credit Union to distribute the deposited funds to multiple SnoCope accounts.**

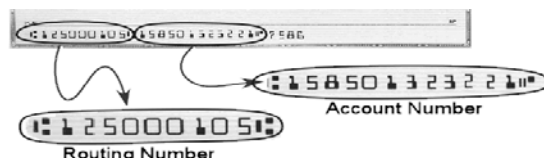
Account 2	Select One:	Select One	ABA Transit Routing Number		Enter a fixed \$ amount
	<input type="checkbox"/> New	Account Type:			\$
	<input type="checkbox"/> Change	<input type="checkbox"/> Checking	Acct #:		Enter a % of net check
	<input type="checkbox"/> Cancel	<input type="checkbox"/> Savings	Bank Name:		 %
Account 3	Select One:	Select One	ABA Transit Routing Number		Enter a fixed \$ amount
	<input type="checkbox"/> New	Account Type:			\$
	<input type="checkbox"/> Change	<input type="checkbox"/> Checking	Acct #:		Enter a % of net check
	<input type="checkbox"/> Cancel	<input type="checkbox"/> Savings	Bank Name:		 %
Account 4	Select One:	Account Type:	ABA Transit Routing Number		Enter a fixed \$ amount
	<input type="checkbox"/> New	**See note above	<div style="display: flex; justify-content: space-between; font-family: monospace; font-size: 0.8em;"> 3 2 5 1 8 0 5 5 3 </div>		\$
	<input type="checkbox"/> Change	<input checked="" type="checkbox"/> Savings	<div style="display: flex; justify-content: space-between; font-family: monospace; font-size: 0.8em;"> Acct #: 0 0 0 0 0 0 0 0 0 0 0 0 </div>		Enter a % of net check
	<input type="checkbox"/> Cancel		<div style="display: flex; justify-content: space-between; font-family: monospace; font-size: 0.8em;"> Bank Name SnoCope Credit Union** </div>		 %

SECTION C: Conditions of Direct Deposit and Employee Signature.

1) I hereby authorize Snohomish County to provide for direct deposit of any salary and wages due me, less any mandatory or authorized withholding or deductions therefrom, in the above designated account(s). 2) If at any time the amount of salary or wages so deposited exceeds the amount of salary and wages actually due and payable to me, I hereby authorize Snohomish County to pursue collections of said overpayment in accordance with Finance Policy 1610, Overpaid Wages Recovery. 3) 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 Snohomish County may terminate my enrollment in the program. <u>Upon termination from the County, I understand that my final pay will be processed as a warrant / check.</u> 4) If any action taken by me results in nonacceptance of a direct deposit by a designated financial institution, I understand that the County assumes no responsibility for processing a supplemental salary or wage payment until the amount of the nonaccepted deposit is returned to the County by the financial institution. 5) I certify that I have read, understand and accept the information contained within this form.	
****Effective September, 18, 2009, per requirements of the NACHA Operating Rules, if you receive your payroll via direct deposit to a bank within the United States and then have the entire payroll amount forwarded to a bank in another country, please advise the Payroll Section of the Department of Finance. ****	
Employee Signature:	Date:

Please attach a VOIDED check for each account

(To the right is an example detailing where routing and account numbers can be found on your personal check)



DIRECT DEPOSIT ENROLLMENT FORM INSTRUCTIONS

Section A – Employee Information

- County Department Name – Complete this section by entering your Department Name if you work for Snohomish County.
- Junior Taxing District Name – Complete this section by entering your district name if you work for one of the fire, sewer, water, drain, flood, or emergency outside districts.
- Employee ID # – This number is located in the top left corner of your pay stub (optional field).
- Last 4 digits of Social Security # – Please enter only the last 4 digits.
- Employee Name – Please print your complete name.

Section B – Change Reason and Account Information

Change Reasons – Select a change reason code for each account you complete:

- Select **New** if you are enrolling for the first time in direct deposit.
- Select **Change** if you are changing an existing direct deposit or a SnoCope Credit Union deposit. Only indicate those accounts you are changing; we will assume all other account information will remain the same.
- Select **Cancel** if you wish to cancel your existing direct deposit or a SnoCope Credit Union deposit. Only indicate those accounts you are cancelling; we will assume all other account information will remain the same.

Primary Account, Account 2, Account 3, and Account 4:

1. Primary Account – The Primary Account is where the balance of your pay check is deposited after the fixed dollar \$ amounts or percentages % are deposited to Accounts 2, 3, and 4. If you DO NOT select a Primary Account, the remainder of your pay will be issued as a warrant / check.
 - Select the applicable change reason (see explanation of change reasons above).
 - Account Type:
 - ✓ If you select Checking, please attach a voided check to the front of the form.
 - ✓ If you select Savings, please attach a voided savings deposit slip to the front of the form.
 - ✓ If you do not have a blank check or a savings deposit slip, please contact your bank for the correct routing and bank account numbers.
 - Write in the name of your bank / financial institution.
 - Fill in the routing number and account number. The example on the front of this form shows you where to find your routing number and account number.
 - Net Pay Remaining is deposited to the Primary Account; this is the pay remaining after deposits are made to Accounts 2, 3, and 4.
2. Accounts 2, 3, and 4
 - Select the applicable change reason (see explanation of change reasons above).
 - Account Type:
 - ✓ If you select Checking, please attach a voided check to the front of the form.
 - ✓ If you select Savings, please attach a voided savings deposit slip to the front of the form.
 - ✓ If you do not have a blank check or a savings deposit slip, please contact your bank for the correct routing and bank account numbers.
 - Write in the name of your bank / financial institution.
 - Fill in the routing number and account number. The example on the front of this form shows you where to find your routing number and account number.
 - For Accounts 2, 3, and 4 you have a choice between entering a fixed dollar amount or a percentage of your net pay. These amounts or percentages will be taken first and the “Pay Remaining” will be deposited to your Primary Account. **SnoCope payroll deposits are directed to a savings account only. Please contact SnoCope Credit Union to distribute the deposited funds to multiple SnoCope accounts.

Section C – Conditions of direct deposit and employee signature

Complete Section C of the form by reading, signing, dating, and submitting the form to:
Snohomish County Payroll, 3000 Rockefeller Ave, M/S 610, Everett, WA 98201

Payroll must receive the signed original form with a voided check(s) or deposit slip(s) attached in order to process your request.

Direct Deposit Most Commonly Asked Questions

1. What is direct deposit?

Direct deposit is a convenient method of receiving your pay by having it deposited directly into your checking or savings account to a bank or credit union of your choice. You benefit from the convenience of not having to make a trip to the bank to deposit your payroll check. It will automatically be deposited even if you are sick, on vacation, or away on a business trip. In addition, you can easily access your money using your bank debit card to withdraw money from Automated Teller Machines or make purchases as of the morning of payday.

2. Who can participate?

All Snohomish County employees including employees of Junior Taxing Districts whose payroll is processed by the County can participate in direct deposit.

3. Can I deposit my check in any bank?

Yes, you can have your check directly deposited into any account within the United States. The Direct Deposit Enrollment Form allows direct deposit into four different accounts.

4. Can I have a portion, either a fixed dollar amount or a percentage, of my net pay deposited into any bank?

Yes, we can transmit a fixed amount or percentage of your net pay to SnoCope Credit Union or any other bank.

5. When can I access the money deposited into my account?

Your money will be available to you on payday. In most cases, your money will be deposited even before your bank opens for business. This is quicker than if you deposit a check with a teller.

6. How will I know how much will be deposited to my account?

You will receive a direct deposit payment advice instead of a paycheck and stub on pay day. You will find the amount deposited to each account in the Payroll Net Pay Distribution box in the middle of your direct deposit payment advice.

7. How can I be assured unauthorized charges will not be made against my account?

Electronic transactions are protected by Federal Regulation E and are subject to stringent safeguards. If you discover a transaction you have not authorized, you have up to sixty days to contact your financial institution, let them know you have not authorized the transaction and receive restitution.

8. How do I sign up?

Complete a Direct Deposit Enrollment Authorization form available through your Payroll Representative, EMSS, SnoCope Credit Union, [Finance web site](#) or at G:\forms\finance\payroll\DD enrollment form. Return the completed authorization form to the Payroll Division at M/S 610.



9. How soon will my direct deposits begin?

In most cases, a direct deposit will be processed within two payroll cycles from when we receive the form. SnoCope Credit Union deposits will be processed within the next pay cycle.

The reason it takes two pay cycles for most direct deposits to begin is because new enrollments or changes require an account verification process called a pre-note. This verification process ensures the accuracy of the bank routing number and the account number you have provided on your form. Pre-notes to your accounts will be shown with zero amounts in the middle box on your pay stub labeled Payroll Net Pay Distribution.

If the deposit information is rejected by the bank, Payroll will contact you and your enrollment will be delayed until the correct information is obtained and re-processed.

10. Can I call the Payroll Division, my bank, or my credit union to make changes to my deposit authorization?

No. Phone calls do not give the County the required authorization to make enrollments, changes, or cancellations to your direct deposit. All information must be submitted in writing by using the Direct Deposit Enrollment Authorization form. Forms are available from your Payroll Representatives, in EMSS, on the [Finance web site](#) or at G:\forms\finance\payroll\DD enrollment form. All completed forms must be returned to the Payroll Division at M/S 610.

11. Am I required to sign up for direct deposit?

No. This service is offered for your convenience. You always have the option of receiving a check.

12. Can I have a fixed dollar amount or a percentage of my pay go to a bank and the remainder of my net pay issued to me as a check?

Yes, complete sections for Account 2, 3, or 4 with a fixed dollar amount or a percentage.

13. If I already have a set amount going to my savings account at SnoCope Credit Union, can I have the remainder of my check deposited to another financial institution?

Yes. You are allowed to have a fixed dollar amount sent to SnoCope Credit Union and the net (or remainder) of your earnings deposited to another bank account or credit union account of your choice. In this case, complete the Primary Account section of the enrollment authorization form marked Net Pay Remaining.

14. The form indicates "Savings" only for SnoCope; will it go to my checking account?

Yes, it will if you made this arrangement with SnoCope Credit Union.

Snocope Credit Union offers its members more flexibility in processing their direct deposit payment. By sending your pay to a Savings account at SnoCope, it allows their system to automatically allocate this amount to the various accounts authorized by the member; this can include savings, checking, loan payments, etc. Please complete your direct deposit form at SnoCope Credit Union so your direct deposit is allocated to the accounts you choose.

15. Can I have my pay deposited to a savings account or must it be a checking account?

You may have your pay directly deposited to either a checking or a savings account. In some cases, your financial institution may offer additional distribution services as well.

16. What if I want to cancel my direct deposit?

You may cancel your direct deposit authorization by completing and submitting the Direct Deposit Enrollment Authorization form and selecting "Cancel" for any deposits you wish to stop. Your cancellation will occur within 15 days of receipt of your written notice.

17. What happens if I move my account to another bank or my bank changes my account number?

You will need to notify the Payroll Division by completing a new authorization form indicating the new bank and account number. Attach a voided check from your new bank account. A voided temporary check is also acceptable.

Usually, when banks change blocks of account numbers, they send us the updated account information via an Automated Clearing House Returned Items Report. If your bank has changed your account number, please check with the Payroll Division to ensure your account has been updated.

18. Will my bank charge me for this service?

Banks do not charge for electronic deposit and most encourage direct deposit.

19. When I separate from employment, will my paycheck be deposited?

No. Your separation payroll check will not be deposited into your bank account or credit union accounts. Our policy is to issue a regular check when an employee separates.

