



Fairfield County Auditor Finance Office
Direct Deposit Authorization Request and Change Form

Transaction Type (select one):

Use the drop down box to select transaction type

Bank Information:

Primary Direct Deposit	Account Type:				
Fixed amount or percentage per pay period	\$		OR		%
Name of Bank:					
Routing Number (ABA):					
Account Number:					

"Savings Stash" Account	Account Type:				
Fixed amount or percentage per pay period	\$		OR		%
Name of Bank:					
Routing Number (ABA):					
Account Number:					

BANK VERIFICATION: Provide a bank letter which includes your name, bank routing number and account number or attach a voided check for the account(s) above.

Alternatively, a bank representative may sign below, verifying the account details provided are accurate.

Bank Employee Signature	Title	Date

AUTHORIZATION: I authorize the Fairfield County Auditor to initiate credit entries and, if necessary, debit and adjustment entries for any credit entry errors to my account indicated above. I also authorize the depository named above to credit and/or debit the same to said account. By authorizing this document, you are also attesting that you are an **owner** of the bank account(s) indicated. This authorization will remain in effect until the Fairfield County Auditor has received my written notification of its termination.

I acknowledge it is my responsibility to inform Fairfield County of any termination/change of email address listed below. I understand that having my direct deposit advice emailed replaces the printed advice and that I am responsible for retaining the advices for future reference.

Employee Name

County Email Address:

I understand my direct deposit advice will be emailed to my county email address as indicated above. If I do not have a county or an IT approved email address, I will receive a printed advice. I acknowledge I will NOT receive a physical check with the first payroll transaction.

Requestor Signature:

Last 4 digits
of SSN

Date:

AUDITOR'S OFFICE USE ONLY

Employee ID:		Initials:		Initials:	
Pre-Note Submission Date:		Live Date:			