Direct Deposit Authorization

Delaware County

I hereby authorize **DELAWARE COUNTY** to ☐ initiate or ☐ discontinue (check one) deposit of my paycheck in my ☐ Checking or ☐ Savings (check one) account, number

of the bank or credit union indicated below

Check One √	Bank/Depository
	National Bank of Delaware County
	Delaware National Bank
	National Bank and Trust
	Community Bank
	Chendelo Federal Credit Union
	HSBC
	Sidney Federal Credit Union

Note: Your direct deposit will begin with the second pay period following the time the Personnel Office receives this form. Your first pay, following the receipt of this form in the Personnel Office, will be in the form of a check. Authorization to initiate or discontinue direct deposit must be received in the Delaware County Personnel Office no later than Thursday of the week prior to the time you wish this service to take affect.

I understand that Delaware County will only deposit my paycheck in the account indicated above. If I want my bank or credit union to transfer funds from this account to other accounts or have automatic payments made from this account, I must make arrangements directly with my bank or credit union. Delaware County will not make such arrangements.

Print Name		Social Security Number	
Signature		Employee Number	
Date			

PRINT