

## Macon County Direct Deposit Authorization For Current Entegra Account Holders

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_ Department \_\_\_\_\_

*I hereby authorize Macon County to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed below at the depository(s) named below. (5 Maximum)*

| <u>Bank</u> | <u>Routing #</u> | <u>Account #</u> | <u>Checking / Savings</u> | <u>Amount</u> |
|-------------|------------------|------------------|---------------------------|---------------|
| _____       | _____            | _____            | _____                     | _____         |
| _____       | _____            | _____            | _____                     | _____         |
| _____       | _____            | _____            | _____                     | _____         |
| _____       | _____            | _____            | _____                     | _____         |
| _____       | _____            | _____            | _____                     | _____         |

*This authority is to remain in full force and effect until the Finance Office and Human Resource Office has received written notification of its termination and a newly updated Direct Deposit form in such time and in such manner as to afford Macon County and Depository a reasonable opportunity to act accordingly.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Employees' are not require to Attach a Voided Check or Provide Written Verification from First Citizens Banking Institution verifying new full account # and routing # for electronic direct deposit of their pay as HR will obtain that verification for you\*\***

*\*\*\*If you have other Financial Accounts that direct deposits are going to, you do have to relist the accounts, with account information and amount to be deposited. But you do not have to provide new verification if the accounts are currently active in your payroll direct deposit.*

**\*\*\*\*If you are moving to a New Financial Institution, then yes you must provide a Voided Check or Written Verification from the New Financial Institution verifying New Account # and Routing # for your direct deposit of pay.**