



Lee County Board of Supervisors
Payroll Department
P.O. Box 367
Jonesville, VA 24263
276-346-7714-Payroll ext 257
276-346-7712 Payroll Fax

EMPLOYEE PAYROLL DIRECT DEPOSIT

PLEASE READ BEFORE COMPLETING THE ATTACHED FORM

Dear Lee County Employee:

All employees are strongly encouraged to have their pay directly deposited to a bank. Each bank must be a member of the Automated Clearing House (ACH). You may choose to deposit your pay into one or two accounts at the same or different banks. If you choose to deposit to more than one account, you must specify a dollar amount or percentage from each paycheck to be deposited into your first account and the remaining balance must be deposited to your second account. Please verify your deposit(s) with the bank on each payday.

If you wish to make any changes to your previous requests, completion of a new form is required; designating a change or cancel is being requested. For savings accounts, you must have your bank representative complete the bank information and sign the form. You may attach a void check as verification for checking accounts, or have your bank representative complete the financial institution information and sign the form. You must provide financial institution information for each account on the form for a change, even if you have provided the same account information on a previous form. We retain only the most recent dated form, as it replaces and revokes all previous forms. All previous forms will be shredded, for security purposes. Once the direct deposit request has been processed, you will receive a form from the Payroll Department, which will provide you with a date that your direct deposit will go into effect. An earnings and deductions statement will be given to you or sent to you at your home address each payday.

If you have questions concerning the deposit of your pay to your bank account(s), contact Sharon Lawson, payroll clerk 346-7714.



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LEE COUNTY EMPLOYEE PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

New

Change

Cancel

Last	First	M.
Employee Name :		
Social Security Number:	Department	
Employee Address:		
Street	_____	
City	State	Zip Code
_____	_____	_____
Phone Number(s): Work	Home	
_____	_____	

I authorize Lee County and my bank(s) to deposit my pay each payday directly to the account(s) listed below. If Lee County deposits funds to my account(s) which I am not entitled to receive, I authorize Lee County to direct the bank to return the funds deposited. I understand that I must give the Payroll department 30 days written notice to stop my payroll direct deposit. Direct deposit will remain in effect (unless written notice is received) for 60 days after termination of employment. I understand it is my responsibility to verify that the funds have been credited to my account(s) before writing checks.

Changes in any of the bank information below, requires a new direct deposit authorization form to be completed. Changing bank accounts will interrupt the direct deposit for at least one pay period.

Employee Signature : _____ **Date** _____

Requirements:

- ◇ *Checking accounts, attach voided check. Savings accounts, have your bank representative complete the bank information below.*
- ◇ *This form revokes all previous forms. Therefore, you must provide complete information for all accounts*

Financial Institution Information

Name of Bank _____		
ACH Routing Number _____	Bank Account Number _____	
Checking _____ Savings _____	\$ Amount _____	each check OR _____ % of net pay
Bank Representative Signature _____		Date _____
Name of Bank _____		
ACH Routing Number _____	Bank Account Number _____	
Checking _____ Savings _____	\$ Amount _____	each check OR _____ % of net pay
Bank Representative Signature _____		Date _____

◇ **THE FIRST PAYROLL AFTER RECEIPT OF THIS FORM YOU WILL GET A CHECK THEN THE NEXT PAY PERIOD YOUR FUNDS WILL BE DIRECT DEPOSIT, YOUR EFFECTIVE DATE FOR DIRECT DEPOSIT WILL BE.**