

### **Direct Deposit**

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#### Policy

Sauk County may provide direct deposit paycheck options to employees for more efficient, convenient and secure payroll distribution.

#### Policy Authorization

-§13.04 Sauk Co. Code: Authorizes the Personnel Committee to implement personnel policies consistent with Ch. 13, Sauk Co. Code.

#### Procedures

1. To the extent practical, Sauk County shall keep all bank account information confidential. All bank account information shall be used to the extent necessary to complete the deposit of an employee's pay.
2. The County shall not initiate any transactions with employee bank accounts without written authorization from the employee. Authorization shall remain in effect until the County receives written notification of changes or termination. A copy of a voided check or savings verification completed by the employee's financial institution must be attached to the authorization form. The authorization form is available in the Personnel Department.
3. Upon sign-up for direct deposit, a prenotification transaction is sent to the employee's financial institution prior to sending an actual direct deposit. The prenotification process is a test to verify that bank transit numbers and accounts are valid. The employee will receive a check for the first payroll period in which a direct deposit is effective. As long as the prenotification test is successful, all payments thereafter should be by direct deposit. Sauk County transfers the funds to the employee's financial institution, but it is the financial institution's responsibility to get the funds into the correct account.
4. Employees will receive a payroll deposit advice which will include the same information as a check stub.
5. Employees shall be responsible for informing the County as soon as possible of any bank account changes or terminations that will affect their direct deposit transactions. A new authorization form will need to be filled out informing the County of the change or termination. For changes, the prenotification process will need to be performed again, so the employee will receive a paycheck until a successful prenotification test is accomplished.
6. The County will make every effort to transfer funds to an employee's new account, but the County shall not be responsible for not meeting the payday deadline due to reasons beyond the control of the County.
7. Sauk County shall make every effort to meet our bank's deadline required to meet our direct deposit obligations to our employees. If unforeseen events prevent us from meeting the bank's deadline, we will issue standard paychecks to be distributed on the employee's designated payday.

## Sauk County Direct Deposit Authorization

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Number: \_\_\_\_\_

I hereby authorize Sauk County to make payroll deposits, and to initiate, if necessary, withdrawals only for adjustments for any errors and only with notification of me as soon as possible, to my account listed below. This authority is to remain in effect until Sauk County receives written notification from me of its change or termination. Such notice shall be made in such time and manner as to afford Sauk County and the Depository a reasonable opportunity to act on it. I understand that Sauk County is not responsible for financial institution errors.

This authorization is: \_\_\_\_\_ New \_\_\_\_\_ Change \_\_\_\_\_ Termination

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Bank/Institution Name

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Bank/Institution Address

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Bank/Institution Telephone

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\_\_\_\_\_ Checking Account: Attach voided check or copy of a check.

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\_\_\_\_\_ Savings Account: This area must be completed by your financial institution.

\_\_\_\_\_ Savings Account Number

\_\_\_\_\_ Bank Transit Number

\_\_\_\_\_ Bank Representative Signature

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EMPLOYEE  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Return this completed form to the Accounting Department.