



Rachel Parker
Hill County Treasurer

**AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT,
ACCOUNTS PAYABLE DIRECT DEPOSIT & EMAIL NOTIFICATION**

NAME: _____ EMAIL: _____

Hill County employees may select financial institutions for payroll and accounts payable direct deposit. Please indicate your financial institution and account type below.

1. Depository Name: _____
Account Type: Checking Savings Percentage /or Dollar Amount \$ _____

Transit/Routing Number: _____ Account Number: _____

2. Depository Name: _____
Account Type: Checking Savings Percentage /or Dollar Amount\$ _____

Transit/Routing Number: _____ Account Number: _____

PLEASE STAPLE VOIDED PERSONAL CHECK HERE. If you do not have checks, or your direct deposit is going to a savings account, please have your financial institution provide you with a letter on their letterhead with your name, account number and transit number. Do not use deposit slips as they often have the incorrect information for direct deposit purposes.

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION:

1. A minimum of 15 days may be required before new enrollees will be activated in the Payroll Direct Deposit and Accounts Payable Deposit Programs.
2. Direct Deposit transactions are a matter between employees and their financial institutions. All transactions are a part of the Federal Government's Automatic Clearing House (ACH) program, which guarantees only that an employee's funds will be credited to their account prior to 12:00 midnight on a specific payday. Transaction time of "hard postings" is actually a determination of the employee's bank and based on that determination, payroll funds may not actually appear on the employee's bank credit balance until sometime the following day.
3. If a County Payday falls on a day that is a financial institution holiday that is not a Hill County holiday, Payroll and Accounts Payable funds will generally not be credited until the next financial institution business day. Hill County is under no liability for such transactions.
4. If an employee's direct deposit is reported to Hill County from the Depository Bank as a rejection, that particular direct deposit will be terminated immediately. A hard copy check will be issued and mailed to the employee until necessary paperwork is completed indicating the needed changes.
5. If an employee wishes to change financial institutions, or to change their account at their same institution, a minimum of 15 days written notice must be provided to the County Treasurer's Office. Timely planning and notification is essential for proper payroll and accounts payable crediting.

I hereby authorize Hill County to initiate credit entries and to initiate, if necessary, debit entries and/or adjustments for any credit entries in error to the financial institutions indicated above. I hereby authorize Hill County to send Email Direct Deposit Notifications to the email address above.

This authority is to remain in full force and effect until the County Treasurer has received written notification from me of its termination in such manner as to afford Hill County and the Depository a reasonable opportunity to act on it. I agree to reimburse Hill County immediately for any overpayment made to my account.

I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE PROCEDURES AND DO HEREBY AGREE TO PARTICIPATE IN THE HILL COUNTY PAYROLL DIRECT DEPOSIT AND ACCOUNTS PAYABLE PROGRAMS UNDER THESE TERMS.

SIGNATURE: _____ DATE: _____