

AUTOMATIC DEPOSIT TRANSMITTAL

_____ COUNTY, STATE OF OKLAHOMA
OFFICE OF COUNTY CLERK

SS# _____ NAME _____
(Please print or type exactly as name is on the account)

I hereby authorize _____ County, State of Oklahoma, as per
19 Okl.St. Ann. § 623, 62 Okl.St. Ann. § 471, to deposit my payroll warrant for me in my
checking _____ or savings _____

account and for the DEPOSITORY FINANCIAL INSTITUTION (bank, savings & loan, credit union)
named below, to make a credit entry to such account. If monies to which I am not entitled
are deposited to my account, I authorize _____ County, State of Oklahoma to direct the
financial institution to return said funds. I understand the payroll date and frequency of
payment currently being utilized by my employing county office will not be affected by my
decision to use electronic Fund Transfer. I understand while a change of enrollment is in
process I may, in fact, get a payroll warrant instead of an electronic transfer.

New Enrollment _____ Change Enrollment _____ Termination Of Agreement _____ Termination Date _____ Change of Address _____

FINANCIAL INSTITUTION NAME _____
Your Bank)

City _____ State _____

This authority is to remain in full force and effect until I give the _____
_____ County Clerk 30 calendar days written notice using this form (SA&I 4072) to
terminate this direct deposit agreement. This information is provided by me to facilitate
my personal banking needs and shall be considered personal and held in confidence.

Home Mailing Address _____

City _____ State _____ Zip _____

Telephone Number (Home) _____ (Work) _____

Employing County office _____

Signature _____ Date _____

Please attach a voided check (deposit slips are not accepted,) or an official document from
your financial institution showing the financial institution's routing number and your
account number in space provided below. Allow 30 days for automatic deposit to commence

Please mail completed form to: _____ County Clerk
ATTENTION: Direct Deposit, Payroll Department

AUTOMATIC DEPOSIT AUTHORIZATION INSTRUCTIONS

1. Social Security Number Enter your social security number.
2. Name Type or print your name exactly as it appears on your account.
3. Type of Account Indicate whether your account is a checking or savings account.
4. Type of Enrollment Indicate whether this is a new enrollment, change in existing enrollment termination of direct deposit or change in address. NOTE - Please allow one pay period before the change will occur.
5. Financial Institution Name Enter the name of the bank, savings and loan, or credit union where your account is held, i. e. Liberty National Bank.
6. Financial Institution, City, State Enter the city and state of your financial institution.
7. Mailing Address Enter your mailing address, city, state, zip code, home and work telephone number(s)
8. Employing office Enter the name of the County office you work for.
9. Signature and Date Sign and date the request form. NOTE - A request form cannot be proceed without your signature as authorization.
10. Voided Check For deposit to a checking account, attach to this request a VOIDED check (deposit slips are not accepted) from the financial institution of your choice so that we can use the information to make proper deposit. For a deposit to a savings account, provide a document from your financial institution showing the financial institution's routing number and your account number. NOTE - A request form cannot be processed without this information. Thank you.

WHAT HAPPENS NEXT

FIRST - We will run a test to validate your account number.

When your pay is included in the Direct Deposit system, you will receive an Advice of Deposit instead of a payroll warrant. The pay stub will not change, you will continue to receive a record of your earnings.

if you should have any problems, follow the procedures listed below:

1. Call your bank and ask for Commercial Direct Deposit Assistance. Advise them that you are on direct deposit through "ACH" (Automated Clearing House) If you still have problems, ask to speak to an Officer of the Bank, a Teller Supervisor or a Customer Service Representative. Write down the names of the people you talk to and the phone number you called.
2. If you are not satisfied with the results, contact the _____ County Clerk, Direct Deposit, Payroll Department. You must have completed Step I before calling the Direct Deposit Unit. We will need the Phone Numbers and Names of the people you talked with at your bank.