

Orange County Fire Authority
ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I hereby authorize the Orange County Fire Authority to initiate deposits (credits) and/or corrections to the previous credits to the financial institution indicated below. The financial institution is authorized to credit and/or correct the amounts to my account.

I understand that the financial institution and my account number must be verified for accuracy through the Federal Reserve System and that I will continue to receive a payroll check until the verification has been completed. I understand that this process will take approximately four to six weeks.

I understand that if I change my financial institution or my account number, I **must** complete a new Electronic Funds Transfer Authorization with notice for the new information to be verified through the Federal Reserve System. I understand that the consequence of not completing a new Electronic Funds Transfer Authorization in a timely manner will be a delay in receipt of funds in the new account until any previously deposited funds have been returned to the Orange County Fire Authority. I will receive a regular paycheck if there is insufficient time to verify the new financial institution or account number, until such time as this information has been verified.

I understand and agree that when time constraints prevent meeting Orange County Fire Authority or banking scheduling requirements, I will receive a regular paycheck for such payday.

If funds to which I am not entitled are deposited to my account, I authorize the Orange County Fire Authority to request the financial institution to return said funds.

I understand and agree that the Orange County Fire Authority may, without prior notice to me, withdraw my electronic funds transfer and make payment directly to me when in its sole and absolute discretion such action is appropriate, as in the case of garnishments, tax levies, judicial levies, debts due to the Orange County Fire Authority or for other such valid reasons.

I further agree that this electronic funds transfer is performed as a convenience to me as an employee of the Orange County Fire Authority and agree not to hold the Orange County Fire Authority, its officers, agents and employees liable for any error or omission made by depositing or receiving financial institutions or by the Federal Reserve Automated Clearing House.

This authority is to remain in full force and effect until either I revoke it by giving 10 days prior written notice to the County Fire Authority, or upon termination of my employment with the Orange County Fire Authority.

Financial Institution (Bank, Savings & Loan, Credit Union)

Employee's Name

Account Number

Employee's Signature

Savings Acct: _____ or Checking Acct: _____ Dollar Amount \$ _____ or 100% _____

City

State

Employee's ID #

Date

A VOIDED CHECK MUST BE ATTACHED TO THIS FORM