



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# DIRECT DEPOSIT AUTHORIZATION

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Last Name, First Name</b>		
<b>Home Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Mailing Address (if different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

**Note:** Your Payroll Clerk will update your address as needed based upon the above information.

Check applicable box:  **Checking**  **Savings**

**No mark outs or alterations in this section are allowed**

<b>Name of Financial Institution</b>	<b>ABA/Routing # (must be 9 digits)</b>
Firefighters First Credit Union	3 2 2 0 7 8 3 4 1
<b>Account Number</b>	

**See page two for instructions and processing information**

I authorize the County of San Bernardino to initiate deposits (credits) and/or corrections to the financial institution indicated herein. The financial institution is authorized to credit and/or correct the amounts to my account. This authority will remain in full force and effect until the County has received written notification from me, in the form of a revised Authorization, canceling this Authorization in such time and such manner as to afford the County and the depositor a reasonable opportunity to act on it. **I understand it may take up to two (2) pay periods for this Authorization to become effective and I will receive a warrant (paycheck), mailed to my mailing address on payday Wednesday until the Direct Deposit Authorization has been processed.**

<b>Employee Signature</b>	<b>Department</b>	<b>Date</b>

### Payroll Clerk Verification

Check applicable box(es):  
 Bank information verified  
 Home/mailling address updated (Please update address in EMACS if different)

**Note:** Do not send verification (i.e., voided check, bank direct deposit form, etc.) to EMACS-Payroll

<b>Payroll Clerk Name (Print &amp; Sign)</b>	<b>Telephone</b> ( )

### Office Use Only

<b>Reviewed By</b> (Employee ID)	<b>Date</b>	<b>Keyed By</b> (Employee ID)	<b>Date</b>

## Employee instructions and processing information

The form must be **printed** in Black or Blue ink only.

List Employee ID, Last Name, First Name (list legal name **not** a nick name, e.g. as Robert or Anthony not Bob or Tony; include hyphenated names and/or middle name if used in signature).

If the name information does not match what is in the EMACS system the form will be returned.

Make sure only one account type, **Checking** or **Savings**, is checked.

List name of the Financial Institution.

**ABA/Routing Number** - Must be 9 digits.

**Account Number** – Make sure the entire account number including preceding and ending zeros is entered.

**Saving Account Number** - To ensure proper processing the exact account number should be verified with the Financial Institution.

**Checking Account Number** - Most Credit Unions have a member account number (this number is often referred to as account number). The member number in most instances **IS NOT** the actual checking account number. The actual checking account number is always located on the bottom of the check.

Make sure the account number and routing number are being taken from the check **not** the deposit slip. Enter numbers exactly as they appear on the check including preceding and ending zeros.

**FYI** - (All Arrowhead Credit Union checking accounts have a 14 digit account number; currently the first five digits are 10700 or 10800).

**Checkless Checking Account** –To ensure proper processing of this type of an account, the exact ABA number and account number should be verified with the Financial Institution.

**Print Clearly and Legibly** – To ensure account information is keyed correctly, it is recommended that the numbers be typed or block numbers clearly written. If any number cannot be identified for any reason, **the form will be rejected.**

**Corrections** –If an error is made, the form is illegible or messy, complete a new form to ensure that the document is not rejected. Corrections can only be made to the name and address area of the form. To make a correction, line through the error and initial it.

Line outs, white out or correction to the ABA number, Account number or authorization paragraph will void the form.

**Pre-Note** – Any changes to ABA Routing Number, Account Number, and/or Account type will generate a pre-note (**TEST**) which will be submitted to the Financial Institution. This will **not** send monies to the bank electronically. A manual paper check will be generated and will be sent to the mailing address on file. Payday is Wednesday. A manual paper check will be issued until the pre-note (**TEST**) is successful, which may take 1 to 2 pay periods.

**Note:** EMACS-Payroll is not responsible for delays with paychecks based on issues that arise with the U.S. Postal Service. **FYI** - The only time a pre-note (**TEST**) will **NOT** occur is if the ABA number, Account Number, and/or Account type is exactly the same as previously on file. ***If the previously submitted account information exists, even if it is wrong, it will go through directly to the Financial Institution.***

**Closed Account** – If the account is closed before a valid Direct Deposit Authorization form is processed, the monies will be sent to the Financial Institution. Because the account is closed, EMACS-Payroll will have to wait for the monies to be returned from the Financial Institution before the monies can be reissued via a paper check.

Please complete and submit the Direct Deposit Authorization as soon as possible. **All valid documents received in EMACS-Payroll office by noon on the Thursday before payday will be guaranteed for processing.** A holiday may move the processing date up 1 day for each holiday. Verify with the department payroll clerk for early processing dates.