

SHEPPARD PRATT DIRECT DEPOSIT FORM

We are pleased to offer you the convenience of having your paycheck direct deposited into your checking and/or savings account at the Financial Institution you select on payday.

To enroll in Direct Deposit: Complete and return this signed form, along with a **voided check** or another form of documentation from your Financial Institution (**no deposit slips**), to the Payroll Department via fax at 410-938-3339 or sent via inter-office mail.

Forms without back-up paperwork will not be processed.

PLEASE NOTE:

All direct deposits are **pre-noted**, therefore, you will receive a live check (green in color). This will be mailed to your home address. Once the account is pre-noted, your pay will be deposited into your account on payday. Financial Institution policies may vary. Please verify deposit posting policies with your Financial Institution.

IMPORTANT - PLEASE READ

I hereby authorize Sheppard Pratt to deposit my net pay, or amount designated below into my account each payday. I further authorize the Financial Institution listed below to receive such deposits and to credit my account for the same amount. If Sheppard Pratt makes any deposit to my account in error, I authorize the Financial Institution to return the erroneously deposited funds, and debit my account for the same amount.

This authority will remain in effect unless cancelled in writing.

Employee Name (Please Print)

Employee's Department & ID #

Employee's Signature

Date

You may have up to three direct deposit accounts.

Baltimore County Employees FCU
(410) 828-4730

NAME OF FINANCIAL INSTITUTION & TEL#

Entire paycheck OR \$ _____

252075757

Routing Number / Account Number

Savings Checking

NAME OF FINANCIAL INSTITUTION & TEL#

Entire paycheck OR \$ _____

Routing Number / Account Number

Savings Checking

NAME OF FINANCIAL INSTITUTION & TEL#

Entire paycheck OR \$ _____

Routing Number / Account Number

Savings Checking

PLEASE CANCEL MY EXISTING ACCOUNT