

DODGE COUNTY DIRECT DEPOSIT ENROLLMENT FORM

Dodge County would like to offer you a payday convenience – Direct Deposit. You can have your paycheck automatically deposited into your checking or savings account on payday.

Direct Deposits will help you in many ways.

- Deposit your money faster – money is credited to your account on payday.
- Deposit your money even if you are on vacation, sick, or away on business.
- Direct Deposit eliminates the possibility of lost, stolen or forged checks.
- It saves trips to your financial institution.
- It provides you with more free time to do the things you want to do.
- It frees up your schedule and you no longer have to plan around a trip to your financial institution.
- Direct Deposit is confidential. There is no paycheck for someone to see how much you earn.
- Direct Deposit is safe, convenient and easy.

Here's how Direct Deposit works:

On payday you will receive an acknowledgement form, similar to a check stub, that shows gross pay, taxes, other deductions and net pay.

Your net pay is deposited into the account you list on your enrollment form (one account at one financial institution located in the U.S.) Most financial institutions will post your deposit to your account in the morning of the day it is received, however your financial institution, not Dodge County, has control over this. If you receive a direct deposit acknowledgement from Dodge County, but your account has not been credited yet, please discuss the matter with your financial institution before you call our Accounting Department.

The amount of the deposit will appear on the monthly statement you receive from your financial institution.

Here's how you can take advantage of Direct Deposit:

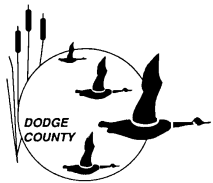
We believe you will like the added convenience of having your net pay automatically deposited for you.

To take advantage of this service, complete the authorization form on the opposite side of this page and return it to the department listed.

Dodge County will send your information (your financial institution's routing number and your account number) to our bank. Our bank will then send a test deposit for \$0.00 (zero dollars) to your financial institution to see if the transaction goes through. This step is called the pre-notification or pre-note. Your financial institution will respond to our bank only if there is a problem. **This transaction will not detect whether your name matches up with the account number that you submitted.** Your financial institution will not necessarily make any notation to your account showing the \$0.00 deposit.

It is important that you make sure you submit the correct information for your account. If you wish to have your check deposited into your savings account, simply provide the requested information for your account (there will be nothing to attach to this form.) If your financial institution's routing number and/or your account number are different on your deposit slips from what appears on your check, please contact your financial institution to verify which numbers you should use for direct deposit.

If the pre-note transaction goes through without any notification to us of a problem, your paycheck will be deposited on the next payroll (see schedule.) If a problem does occur, a Personnel Department employee will contact you and discuss the matter with you.



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*To enroll in Direct Deposit, fill out the form below and return it to the Personnel Department.
(return to Employee Services at Clearview, Highway Office at Highway Department.)*

I choose to have my payroll check direct deposited starting as soon as possible after _____(date).

I hereby authorize Dodge County, hereinafter referred to as THE COUNTY, to initiate credit entries (direct deposit of any and all net pay owed to me) to my account indicated below, and I hereby authorize the financial institution named below, hereinafter referred to as FINANCIAL INSTITUTION, to credit the same to such account. I also authorize the County to initiate debit transactions from my account indicated below, if necessary, in the event that a previous credit entry initiated by the County to my account was made in error (such as a duplicate deposit), and I hereby authorize the financial institution to debit the same from such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

(Financial Institution Name) (Branch)

(Address) (City/State) (Zip Code)

ξ: _____ ξ: _____ Type of Account: Checking Savings
(Transit Routing Number) (Account Number)

Please attach a voided check for verification

This authority is to remain in full force and effect until the County has received written notification from me of its termination in such time and manner as to afford the County and the Financial Institution a reasonable opportunity to act on it.

(Print Employee Name) (Signature)

(Print Employee ID Number) (Date)

I choose NOT to have my payroll check direct deposited.

(Print Employee Name) (Signature)

(Print Employee ID Number) (Date)