

**HIDALGO COUNTY, TEXAS
OFFICE OF THE COUNTY TREASURER
AUTHORIZATION FOR DIRECT PAYROLL DEPOSIT**

PLEASE CHECK ONE

| | | | |
|--------------------------|------------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | New Direct Deposit Setup | <input type="checkbox"/> | Change Percent (%) Only |
| <input type="checkbox"/> | Cancellation | <input type="checkbox"/> | Add / Remove Financial Institution |
| <input type="checkbox"/> | Change Financial Institution | <input type="checkbox"/> | Change Account Number / Type |

I authorize Hidalgo County and the financial institution named below to deposit, by automated clearing house (ACH) transfer, payroll payments owed to me by Hidalgo County and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. If the designated account is closed or has an insufficient balance to allow the withdrawal in the event of an over payment, then I authorize Hidalgo County to withhold any payments owed to me by Hidalgo County until the erroneously deposited amounts are repaid. I consent to and agree to comply with the rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed. I hereby also accept responsibility for verifying that the amount deposited is correct after initial set up or changing of direct deposit. (Please read information on other side of this form)

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

EMPLOYEE INFORMATION (Must be completed by employee)

| | |
|-------------------|-------------------------------------|
| Name | Contact Telephone # |
| Social Security # | |
| Address | |
| City | State Zip Code |

FINANCIAL INSTITUTION

| | |
|---|--|
| Name | Telephone # |
| Routing # | Account # |
| Account Type (circle one) Checking Savings | Percent of funds into account (_____ % of net) |

Additional Financial Institution (if more than one)

| | |
|---|--|
| Name | Telephone # |
| Routing # | Account # |
| Account Type (circle one) Checking Savings | Percent of funds into account (_____ % of net) |

***** ATTACH A VOIDED PRE-ENCODED BANK CHECK HERE *****

| |
|---|
| Direct Deposit will not be set up without a voided pre-encoded bank check |
|---|

**HIDALGO COUNTY, TEXAS
OFFICE OF THE COUNTY TREASURER
FINANCIAL INSTITUTION VERIFICATION FORM
FOR DIRECT DEPOSIT**

(This section must be completed by Hidalgo County employee requesting direct deposit)

| | |
|---------------------|------------------|
| Name (Please print) | Telephone Number |
|---------------------|------------------|

(This section must be completed by a bank representative)

| | | |
|---|--------|-----------|
| Name of Financial Institution: | | |
| Address: | | |
| City: | State: | Zip Code: |
| Routing Transit Number (ABA): | | |
| Depositor Account Name(s): | | |
| Depositor Account Number: | | |
| Type of Account: (Circle One) Checking Saving | | |
| ACH Department Telephone Number: | | |
| Bank Representative Name / Title: (Please print) | | |
| *Bank Representative Signature: | | Date: |
| *The Office of the County Treasurer will not deposit funds into an account that does not belong to the employee requesting the direct deposit. By signing this form, you are verifying that the County employee requesting this information is identified in the Depositor's Account Name. | | |

The Office of the County Treasurer WILL NOT accept form if the following apply:

- Form is not completely filled out
- Form is not signed by Bank Representative
- Form filled out in pencil
- Changes not initialed by Bank Representative

DIRECT PAYROLL DEPOSIT INFORMATION

1. Each direct deposit form **must have one** of the following:

- Pre-Encoded voided bank check (check with routing # and account # at the bottom)
- Hidalgo County Financial Institution Verification Form (attached)
- Direct Deposit sign-up form from your financial institution

The following **will not be accepted** for direct deposit process:

- Temporary checks
- Deposit slips

2. The name of the employee must be on the account that the direct deposit funds are to be deposited into. No exceptions.
3. The direct deposit will remain in full force and in effect until the employee notifies Hidalgo County Treasurer's Office by completing and signing an agreement to cancel or make any changes to their direct deposit agreement with enough time for Hidalgo County Treasurer's Office and the financial institution the opportunity to act on it.
4. The transfer of funds through direct deposit will begin the second pay period following the date this agreement is received at the County Treasurers' Office to provide time for testing by the financial institution of the routing/account information.
5. Please complete, sign and return the original agreement to the County Treasurer's Office - Payroll Department. If you have any questions, please contact the County Treasurer's Office - Payroll Department at (956) 318-2506.