

**HIDALGO COUNTY, TEXAS**  
**PERSONNEL POLICY MANUAL**

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Supersedes:

## **DIRECT DEPOSIT POLICY**

All Hidalgo County Employees and Officials (full-time, part-time, temporary, etc.) are required to participate in payroll direct deposit. This means that your pay will be deposited directly into your account at a participating banking institution each payday. If you do not provide information about an established bank account, the Payroll Department will help in assisting you in obtaining a pay card through the County's Depository Bank for the purpose of direct deposit.

Employees will receive a Payroll Advice Statement that details the pay information on pay day. The following are some of the benefits of participating in the direct deposit program:

- It saves trips to the bank.
- It saves time in depositing checks – no long payday lines to wait in.
- It eliminates the possibility of lost, stolen, or forged checks.
- Pay deposited every other Friday whether you are on vacation leave, sick leave, or have an unexpected emergency.
- Your money is deposited faster – reduces the possibility of overdrafts.

The Direct Deposit Form must be completed at the time of hire. It is the employee's responsibility to notify the County Treasurer's Payroll Department if the employee's bank account(s) changes. This is accomplished through the Direct Deposit Form.

For Direct Deposit authorization the applicant must have one of the following:

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

The following will not be accepted:

- No temporary checks
- No deposit slips
- No Bank Identification card

Note: No funds will be direct deposited into an account that does not have applicant's name.

This convenience provides the employee with funds available in their bank account on the morning of payday.

Payroll checks that are not set up for direct deposit will be mailed to the local address listed on the payroll system every pay day until the Direct Deposit Authorization Form can be processed. As a result, it is the employee's responsibility to see that the proper address is on file in the County Treasurer's Payroll Department. There will be a three (3) day waiting period from the day of notification before a replacement check can be issued.