

## Baltimore County Employee's Direct Deposit Form

I authorize the Baltimore County Office of Budget and Finance, or Baltimore County Public Library and the financial institution listed below to deposit my net pay automatically each payday. In the event that funds are deposited to my account that I am not entitled to, the Baltimore County Office of Budget and Finance or Baltimore County Public Library is authorized to notify the financial institution to debit my account to return said funds.

Member Name	Member Number
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Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ eMail \_\_\_\_\_

**I am employed by:**

Baltimore County Government

Baltimore County Library

Department or branch \_\_\_\_\_

**Requested change:**

**Account:**

New

Delete

Change

Checking

Savings

Pending account verification, this transaction will be effective the second payday after receipt. This authorization agreement is to remain in full force and effect until written notification is received from the payee, in such a manner as to afford the payor a reasonable opportunity to act on it. For more information, call Baltimore County Pay System Division at (410) 887-2420 or Baltimore County Public Library Accounting Office at (410) 887-6173.

Please note that any change in account number or financial institution will interrupt direct deposit schedule. A live check will be issued for one month after an account change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only:*

Date Received: \_\_\_\_\_ Completed by: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_