



# Houston County Personnel Department

Houston County Board of Commissioners  
200 Carl Vinson Parkway  
Warner Robins, GA 31088  
478/542-2005 (Office) 478/542-2118 (Fax)

## EMPLOYEE AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Employee No: \_\_\_\_\_  
Dept No: \_\_\_\_\_  
Stop Pay Period: \_\_\_\_\_  
Start Pay period: \_\_\_\_\_

I hereby authorize Houston County Board of Commissioners, Federal ID #58-6000843, hereinafter called **COMPANY**, to: \_\_\_\_\_ credit entries to my **account** indicated below at the depository named below, hereinafter called **DEPOSITORY**, to credit the same such account.

\_\_\_\_\_  
Depository (Bank) Name Branch

\_\_\_\_\_  
City/State/Zip Code

<b>Routing # (See example below)</b>	<b>Account #</b>
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This authorization is to remain in full force and effect until COMPANY has received **written notification from me of its termination** in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

\_\_\_\_\_  
Name (please print) Social Security Number

\_\_\_\_\_  
Employee Signature Authorization Date

**THE DEPOSITORY MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE EMPLOYEE IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

John Smith 333 Smith Road Smith, GA 31077	<b>EXAMPLE - To start your direct deposit a voided check, deposit slip or a form from the bank that has your routing &amp; account number must be attached to this form.</b>
Pay to _____	Date _____
	\$ _____
	DOLLARS
<u>123456789</u> Routing #	<u>333 333 3333</u> Account #
	<u>5000</u> Check #