

# COUNTY OF TEHAMA ACH/DIRECT DEPOSIT

ENROLLMENT AUTHORIZATION A-TCDD.1

THIS AUTHORIZATION REMAINS IN FULL FORCE AND EFFECT UNTIL THE COUNTY OF TEHAMA AUDITOR-CONTROLLER'S OFFICE RECEIVES WRITTEN NOTIFICATION FROM THE EMPLOYEE OF ITS TERMINATION, OR UNTIL THE COUNTY OF TEHAMA AUDITOR-CONTROLLER'S OFFICE, OR APPOINTING AUTHORITY, DEEMS IT NECESSARY TO TERMINATE THE AGREEMENT.

PLEASE TYPE OR USE BALLPOINT PEN.  
PLEASE PRINT CLEARLY.

**SECTION A** (Mark box, and provide the requested information.)

<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	LAST FOUR OF SOCIAL SECURITY # OR EMPLOYEE#	AUDITOR USE
	FIRST NAME	MIDDLE
		LAST

**SECTION B** (Mark box, and provide the requested information.)

<input type="checkbox"/> Checking Acct <input type="checkbox"/> Savings Acct	_____ - _____ BANK ROUTING NUMBER    ACCOUNT NUMBER			
FINANCIAL INSTITUTION NAME	ADDRESS	CITY	STATE	ZIP

**SECTION C – TERMS AND CONDITIONS** (To be reviewed by Employee before signing.)

- My signature at the bottom of this form hereby authorizes the County of Tehama Auditor-Controller's Office to provide for DIRECT DEPOSIT of any salary or wages due me, less any mandatory, legal, or authorized withholdings or deductions therefrom, in the above-designated account.
- I understand that an action taken by me such as, but not limited to, changing financial institutions without notifying the Auditor-Controller's office, or providing wrong account information to the Auditor-Controller, etc., may result in non-acceptance of a DIRECT DEPOSIT by my designated financial institution. I further understand that should this happen, the Auditor-Controller's office assumes no responsibility for processing a supplemental salary or wage payment to me until the amount of the non-accepted deposit is returned to the County Treasury. The notification that an account cannot be posted to, and the return of the money to the county treasury can take up to two banking days (48 hours) after the settlement date (payday), excluding holidays and weekends.
- I understand the Auditor-Controller's office only assumes responsibility for having funds deposited with the ACH (Automated Clearinghouse), and not to my banking institution by the designated MOU payday. The Auditor-Controller's office shall designate to the ACH the actual pay date as the "effective date" that funds are authorized to be made available. However unlikely, the ACH legally has up to two banking days to deposit direct deposit funds into my account. Though not anticipated, failure at the ACH to post the direct deposit in a timely manner, combined with weekends and holidays that aren't considered banking days, could result in up to a five day delay in posting the deposit to my account.
- I understand that Direct Deposit constitutes a "Net Check" (net pay after all deductions) and not a portion thereof.
- I understand that this form must be turned in no later than the day timecards are required, and that my Direct Deposit will begin the next payday after a successful prenote. A prenote is the bank's verification of the submitted account numbers.
- I understand that it's my responsibility to verify that funds deposited with the ACH are in my banking institution before accessing them. The county will not be liable for insufficient funds or bank charges charged to the employee for accessing their account before their money is made available.
- A pre-printed check or bank document with account and routing information must be provided.
- I understand that Direct Deposit can be cancelled at any time. I understand that my participation in Direct Deposit is on a volunteer basis, that it is not mandatory, and is a payroll option that I choose in accordance with the above terms and conditions.

EMPLOYEE BUDGET UNIT	DEPARTMENT NAME
EMPLOYEE SIGNATURE	DATE

**AUDITOR'S USE ONLY**

DATE RECEIVED	PRE-NOTE DATE	EFFECTIVE DATE
---------------	---------------	----------------