

**PAYROLL DIRECT DEPOSIT CHANGE FORM**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Please complete the following information regarding your direct deposit.

If your account needs to be closed, state that exactly in this letter and be sure to state the name of the financial institution that is being closed or has closed. Be sure to also explain **in great detail** why this account is closing or has closed. Please note that if you are closing an account, you must re-submit a new Direct Deposit Authorization Form immediately. **Per agency policy, direct deposit is mandatory!**

**Please explain reason for making this change:** *(use the back if more room is needed)*

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\*\*Please allow Payroll two full pay period cycles to activate this account.

**Employee Signature:** \_\_\_\_\_

**FOR PAYROLL ONLY**

Date received by Payroll: \_\_\_\_\_

MACON-BIBB COUNTY ECONOMIC OPPORTUNITY COUNCIL, INC.

**AUTOMATIC PAYROLL DIRECT DEPOSIT AUTHORIZATION**

Complete & return to the Payroll Department along with a voided check or printout from the bank.

I hereby authorize **MACON-BIBB COUNTY EOC, INC.** to initiate credit entries to my account(s) below and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of the U.S. law.

**PRIMARY ACCOUNT**

Checking     Savings

**SECONDARY ACCOUNT**

Checking     Savings

Financial Institution Name

Financial Institution Name

City and State

City and State

Routing Number

Routing Number

Account Number

Account Number

\$ \_\_\_\_\_  
Amount

The diagram shows a check with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- DATE** at the top right.
- 1035** in the top right corner.
- PAY TO THE ORDER OF** and **\$** followed by a box for the amount.
- DOLLARS** below the amount box.
- Your Bank Name** below the amount.
- MEMO** at the bottom left.
- 123456789** (Routing Number) at the bottom left.
- 987654321** (Account Number) at the bottom middle.
- 1035** (Check Number) at the bottom right.

Labels below the check:

- Routing Number** (red text, under 123456789)
- Account Number** (green text, under 987654321)
- Check Number** (green text, under 1035)

This authorization is to remain in full force and effect until Macon-Bibb County EOC, Inc. has received written notification from me of its termination is such time and in such manner as to afford Macon-Bibb County EOC, Inc. and above said Financial Institution a reasonable opportunity to act on it.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

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