



**DEPARTMENT OF FINANCE**  
**PAYROLL & EMPLOYEE BENEFITS DIVISION**  
 141 PRYOR STREET, S.W., SUITE 7001  
 ATLANTA, GEORGIA 30303  
 TELEPHONE (404) 612 -7605  
 Email: payrollunit@fultoncountyga.gov

**TAKE ADVANTAGE OF DIRECT DEPOSIT AND PAY CARDS TODAY**

Your paycheck will be credited to your account on pay day through either Direct Deposit to your own Banking Institution **OR** Fulton County's PayCard Program through Bank of America. Select one of the options below and return completed form(s) to the Payroll and Benefits Division for processing. **Completed forms may be emailed to payrollunit@fultoncountyga.gov for processing!**

**PAYROLL DEADLINE**

**The payroll deadline is 12 noon on the Friday before pay day.**

1. Direct Deposit – Forms received by the payroll deadline will take effect on the next pay day.
2. Pay Cards – Forms received by the payroll deadline will take effect two (2) pay days later.

LEGAL NAME:	EMPLOYEE ID# OR LAST 4 OF SSN:
DEPARTMENT:	PHONE NO.

**SELECT ONE OF THE FOLLOWING OPTIONS:**

I choose to enroll in the Direct Deposit Program.

*You **must** attach a copy of a voided check for a checking account deposit. If you choose a savings account deposit, documentation from your bank is required as to the correct routing number and account number to process your direct deposit.*

NAME OF BANK: \_\_\_\_\_

ROUTING NO. (First grouping of 9 numbers at the bottom of your check)

**PLEASE CHECK ONE BELOW:**

<input type="checkbox"/>	DEPOSIT TO MY CHECKING ACCOUNT	Voided Check Attached	ACCT. NO.
<input type="checkbox"/>	DEPOSIT TO MY SAVINGS ACCOUNT	Bank Documentation Attached	ACCT. NO.

*I understand that I can terminate the direct deposit of payroll by giving written notice, subject to Finance Department Payroll deadlines and be automatically enrolled in the Pay Card Program. I authorize credit entries and any adjustments to be made to my account. I understand that if my account is closed or changes are made after the payroll deadline, it will result in a delay of my direct deposit payroll funds. I also understand that if my payroll funds are returned to Fulton County I will be automatically enrolled in the Pay Card program if updated banking information is not received by the next payroll deadline. If I am automatically enrolled in the Pay Card Program, I have been provided with a list of the applicable fees associated with this account.*

*In lieu of the Direct Deposit Program to my Banking Institution of choice, the Fulton County PayCard should be set up. I have been provided with a list of any applicable fees associated with this account. I authorize credit entries and any payroll adjustments to be made to my account.*

*I understand that if I do not select an option from above, I will be automatically enrolled in the Fulton County Payroll Card Program through Bank of America.*

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_