



DEPARTMENT OF FINANCE
PAYROLL & EMPLOYEE BENEFITS DIVISION
 141 PRYOR STREET, S.W., SUITE 7001
 ATLANTA, GEORGIA 30303
 TELEPHONE (404) 612 -7605
 Fax (404) 612-2929
 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: _____