



County of Santa Clara

Automatic Payroll Direct Deposit Authorization Form

Employee Information

Employee Name (Print): _____

Employee Identification #: _____

E-mail Address: _____

Daytime Phone Number: _____

Employee Status:

New Hire Current

Rehire (or similar)

Extra Help to Coded
(or similar transition)

If checked above:

Old EE ID # _____

Direct deposit is mandatory for new hires covered under certain union agreements. This means that having a bank account into which your pay can be deposited is a requirement of employment.

This form authorizes direct deposit of biweekly payroll. Direct deposit is for your total net payroll. You may elect to deposit your net payroll to up to two accounts, which do not have to be at the same financial institution. If you elect to use two accounts, you may designate either a flat dollar amount or a percentage of your net pay to the first and the balance of your net pay to your second.

First Account Information: New Change Cancel

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

_____ %
OR
\$ _____

Checking | Savings

Second Account Information: New Change Cancel

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Balance of Net Pay

Checking | Savings

If you have questions or need additional information concerning the Direct Deposit Plan, please call the Controller-Treasurer, Payroll Unit at 408-299-5277. The payroll fax number is 408-289-8629.

Authorization Agreement

If you close any bank accounts, you must cancel your direct deposit prior to closing your account with a financial institution. Failure to do so may result in a delay to receiving your pay. If part or all of your net pay is direct deposited to an account you have closed, the County cannot replace that pay until it has received notification from the bank that the money has been rejected AND we have a new direct deposit form for your new account. Due to policies established by financial institutions, your funds may not be replaced for up to ten business days.

I hereby authorize County of Santa Clara to deposit biweekly payroll as designated to the institution(s) above. This authority is to remain in effect until I revoke it in writing in such time (10 days) and in such manner as to afford the County of Santa Clara and the institution(s) a reasonable opportunity to act on it, or upon termination of my employment from the Count of Santa Clara.

Further, I agree not to hold County of Santa Clara responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.

I HAVE READ THE AGREEMENT AND DIRECT DEPOSIT INSTRUCTIONS ON THE THIRD PAGE OF THIS FORM AND I UNDERSTAND THAT I SHOULD HAVE AUTOMATIC OVERDRAFT PROTECTION.

Signature

Authorized Signature (Primary): _____ Date: _____

Please attach voided check(s) or bank notice(s) and return this form to the Central Payroll Department.

*Return form to the Controller-Treasurer, Payroll Unit – East Wing, 2nd Floor, 70 West Hedding St., San Jose, CA 95110.
We recommend that you fax the completed form to Payroll (408-289-8629) or email it as a pdf attachment to:
payroll.team@fin.sccgov.org*

[Staple voided check or bank notice here]

*****Please do not use deposit tickets*****

WHAT YOU SHOULD KNOW BEFORE SIGNING UP FOR DIRECT DEPOSIT

The County of Santa Clara has a mandatory Direct Deposit Plan by which certain employees covered under specific union agreements, deposit all of their pay warrants to their own financial institution(s) automatically via the County's Payroll System. All other employees, including dependent contractors, are eligible to participate in this benefit. The following are the basic features of this plan.

1. For those employees whom direct deposit is mandatory, it is a requirement of employment to have an account at any financial institution (bank, saving bank, credit union, etc.) in the United States that is a member of the Automated Clearing House (ACH) of the Federal Reserve System.
2. All employees signing up for Direct Deposit are required to complete and sign the Automatic Payroll Direct Deposit Authorization Form and return it to the Controller-Treasurer, Payroll Unit – East Wing, 2nd Floor, 70 West Hedding St., San Jose, CA 95110. We recommend that you fax the completed form to Payroll (408-289-8629) or email it as a pdf attachment to payroll.team@fin.sccgov.org
3. Deposits can be made to either one or two accounts. They do not have to be at the same financial institution. They can both be checking or savings accounts or one of each.
4. You can change the amount or percentage of your deposit at any time. Typically, if the Controller-Treasurer receives your change or cancellation a week before the next payday, it will be effective for that payday.
5. You can also change your deposit to a different financial institution. Such a change will stop your existing deposit before the change becomes effective. Such changes will typically take two pay periods to take effect after the Controller-Treasurer receives your request. Usually you will receive a live warrant (paper check) for one payday while this change is being made.
6. Deposits will normally be posted to the employee's account on the County's normal payday. Individual financial institutions have their own schedules as to what time of day posting takes place.
7. The first direct deposit will begin approximately two pay periods after the Controller-Treasurer receives your request.
8. The employee will receive an advice of deposit on payday for all monies sent to the financial institution. The advice of deposit will also include an earning statement. You can choose to go paperless by signing up for e-pay (<https://connect.sccgov.org/sites/myemployment/epay/sccregister/Pages/default.aspx>).
9. If an employee goes out on unpaid leave, direct deposit will start up when the employee returns to work. Keep this in mind if you have changed account information or financial institutions while on leave.
10. If you close your account or change account numbers, please submit a new authorization form for your new account before you close your old account. If your deposit is sent to this closed/changed account, we will not be re-issuing your pay until confirmation is received from the old financial institution that the old account is truly closed. Due to policies established by financial institutions, your funds may not be returned to you for up to ten business days.
11. ****If you need an emergency stop to your direct deposit due to fraudulent activities, call the Payroll Unit at 408-299-5213 as soon as possible. This is especially important if this happens during a week of payday. ****

Additional Comments

We process data to many different financial institutions and there are many variables over which the County has no control. In order to minimize the possible effects of these variables, the banking industry suggests you do the following:

1. Notify your financial institution that you are now on a direct system with the County.
2. If one of your deposits is going to a checking account, banks recommend that you have overdraft protection to protect you in the event of a processing failure in the banking system.
3. **You must change your direct deposit prior to closing your account with a financial institution. Due to policies established by financial institutions, your funds may not be returned to you for up to ten business days.**

If you have questions or need additional information concerning the Direct Deposit Plan, please call the Controller-Treasurer, Payroll Unit at 408-299-5277. The payroll fax number is 408-289-8629.