



Fort Bend County, Texas
Authorization Agreement for Direct Deposit

Payroll Use Only

Cancel on PR#: _____
Pre-note on PR#: _____
Deposit on PR#: _____

Employee Information

Employee ID: _____

Last Name, First Name, Middle Initial

Dept. #

Social Security Number

Daytime Phone Number

Banking Information

Please make a selection in each box below.

Financial Institution: Bank Name- _____
 Credit Union Name- _____

Type of Account: Checking Account (Attach Voided Check)
 Savings Account (Attach Voided Deposit Slip)

Amount of Deposit: Full Deposit
Note: If changing current Full Deposit, a cancellation form must be submitted
 Partial Deposit of \$ _____

Depository Transit (Routing) Number

Account Number

I hereby authorize Fort Bend County Payroll to initiate credit entries to my account indicated above with the financial institution above. In the event of overpayment to my account, I authorize Fort Bend County Payroll to initiate a reversal entry to my account, upon proper notice to me of the adjustment.

This authorization is effective at such time as to allow Fort Bend County Payroll and my depository reasonable time to act on it. It is to remain in full force and effect until Fort Bend County Payroll has received written notification from me of its termination in such time and in such manner as to allow Fort Bend County Payroll and my depository reasonable opportunity to act on it.

IMPORTANT – BY SIGNING THIS AGREEMENT I AM CERTIFYING THAT I HAVE READ THE ATTACHED REGULATIONS RELATIVE TO DIRECT DEPOSITS.

Employee Signature

Date

**Behind this document, please attach a Voided Check or a document from the bank with the routing and account number. If you choose not to attach a voided check or document from the bank, it is your responsibility to verify the routing and account number.*

Please send this form to Payroll via email, fax, or interoffice:

Email: payroll_department@fbctx.gov

Fax #: 281-341-4567

If you have any questions regarding this form, please contact payroll_department@fbctx.gov