



Jefferson County Direct Deposit Form

I authorize Jefferson County, Texas and the Bank listed below to deposit my net pay automatically into my account each pay day. If the County erroneously deposits funds into my account, I authorize the County to initiate the necessary debit entries, not to exceed the total of the amount credited for the current period. This authorization will remain in effect until the County has received written notification from me of its termination and the County has reasonable opportunity to act on it.

Employee Name

Social Security Number

Phone

Department

Signature

Date

Institution Name

City

State

Zip/Postal Code

Account Number

Routing Number

Bank/Credit Union

- ☐ Bank
- ☐ Credit Union
- ☐ Savings & Loan
- ☐ Other

Account Type

- ☐ Checking
- ☐ Savings

Note: Please return this form and a voided check or letter of direct deposit to the Payroll Department located on the 7th floor of the Courthouse.