



# ANNE ARUNDEL COUNTY GOVERNMENT RETIREE Direct Deposit Authorization Form

RETIREE'S NAME

SOCIAL SECURITY NO.

HOME PHONE #

1. PRIMARY ACCOUNT (select checking or savings)

<input type="checkbox"/>	CHECKING	BANK ROUTING NUMBER	BANK NAME
<input type="checkbox"/>	SAVINGS		

ACCOUNT NUMBER	MUST BE A FULL DEPOSIT

2. SECONDARY ACCOUNT - OPTIONAL (select checking or savings)

<input type="checkbox"/>	CHECKING	BANK ROUTING NUMBER	BANK NAME
<input type="checkbox"/>	SAVINGS		

ACCOUNT NUMBER	A PORTION OF YOUR FULL DEPOSIT
	\$

I authorize you and the bank listed above to deposit my net pay automatically to my account each payday. If funds to which I am not entitled are deposited to my account, I authorize you to direct the bank to return said funds. This authority will remain in effect until I have cancelled it in writing.

RETIREE'S SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE \*\*\*\*\* FOR PAYROLL USE ONLY

PRIMARY	FILE #	I.D. #		
1. DED CODE	ABA# IF DIFFERENT	ACCOUNT# IF DIFFERENT	FULL DEPOSIT	PRE-NOTE Y OR N
			X	
SECONDARY				
2. DED CODE	ABA# IF DIFFERENT	ACCOUNT# IF DIFFERENT	FULL DEPOSIT	PRE-NOTE Y OR N

PROCESSED BY

DATE KEYED

( ) WE COULD NOT PROCESS THIS REQUEST FOR THE FOLLOWING REASONS:

\*\*\*INSTRUCTIONS ARE ON THE BACK\*\*\*



## INSTRUCTIONS:

1. Complete all applicable items down to signature line and sign the form.
2. Attach a voided or a copy of your personal check.
3. If your request is to a Savings Account, please provide a copy of any account verification your bank may have supplied.
4. Mail completed form to the address below.
5. Your form must be received by the 15<sup>th</sup> of the month in order to be processed the following month.
6. Once your request is processed, your following benefit check will be a live check and will be mailed to the address on file in the Benefits' office.
7. All subsequent checks will go to your new account.

### Sample:

- a. January 15 – request is processed
- b. February 1 – live check
- c. March 1 – new direct information will take place

Revised 11/30/06