



# AUTHORIZATION FOR DISPOSITION OF EMPLOYEE PAY

(Please print or type all information)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Available Pay Options:** Direct Deposit, DirectCheck Card (also known as Pay Card), or a combination. Failure to make an option will default to the DirectCheck Card – and you will be responsible for fees:

- Direct Deposit** - By choosing traditional direct deposit, your pay will be deposited directly into your checking account each payday. Please attach a voided check for each account (not required, however I understand that if my provided bank account information is incorrect, the pay correction will be made on the next scheduled pay date).

**For Net Check**

Bank Name: \_\_\_\_\_

Account Type  Checking  Savings

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

**2<sup>nd</sup> Direct Deposit (if needed)**

Bank Name: \_\_\_\_\_

Account Type  Checking  Savings

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

**Amount: \$ \_\_\_\_\_**

- DirectCheck Card** - With the Commerce Bank DirectCheck Card, your pay will be deposited onto a prepaid Visa card. Your card can be used anywhere Visa debit cards are accepted worldwide. It comes with a \$5.95 enrollment fee. See handouts for additional details.
- Combination** - I choose to receive part of my pay through DirectCheck Card, with the \$5.95 enrollment fee, and part of it through direct deposit.

**Net Check** -  **Direct Deposit** or  **DirectCheck Card**

**Amount: \$ \_\_\_\_\_ -  Direct Deposit or  DirectCheck Card**

For direct deposit portion:

Bank Name: \_\_\_\_\_

Account Type  Checking  Savings

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

All paystubs are available on-line only. Please visit your CIC Employee Portal at <https://ks296.cichosting.com/EmployeePortal/Account/Login.aspx> to sign-up or log-in to your account and view your pay stubs and other information.

I hereby authorize Geary County to initiate credit entries (deposits) and to initiate, if necessary, appropriate debit and adjustment entries electronically or by any other commercially accepted method to my bank account(s) or DirectCheck Card as specified above. Further, this authorizes the financial institution(s) holding the account(s) to post all such entries. This authorization will remain in effect until revised or cancelled by me with at least 14-days written notification to Geary County Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To help the federal government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: when you open an account we will ask your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.