## ULSTER COUNTY DEPARTMENT OF FINANCE DIRECT DEPOSIT OF SALARY ENROLLMENT FORM

DIRECTIONS: To enroll, read the conditions below fill in the information requested in Section 1. If depositing to a MHVFCU account, please have a letter from them stating account number. You and any joint account holders must sign this form. Return the completed form via interoffice or U.S. Mail to: Payroll Unit, Ulster County Department of Finance, PO Box 1800, Kingston, NY 12402-1800.

SECTION 1. NEW	CHANGE	CANCELLATION
Name:		Employee Number:
Department:		
Work Telephone Number:		
ACCOUNT INFORMATION		
(Circle One) Checking Account –	Attach voided check	
Savings Account –	name, account number a	deposit slip or copy of the top of your statement showing your nd your financial institution name (not your balance or your Financial Institution enter their Transit/Routing Number
Is this a Joint Account? (Circle One)	Yes No If yes, join	int account holder must sign Joint Account Holders Certification.
Account Number:		
Name of Financial Institution:		
<b>DEPOSITOR (EMPLOYEE) CERTIFICATION</b> I understand the conditions noted below, including the authorization for recovery of funds deposited in error. In signing this form, I authorize my salary payment to be transmitted to the account at the financial institution designated above.		
Signature:		Date:/
JOINT ACCOUNT HOLDERS CERTIFICATION  I understand the conditions noted below, including the authorization for recovery of funds deposited in error.		
Signature:		Date:/

**INITIAL ENROLLMENT:** Your wages will be direct deposited beginning with the second payroll after you enroll. If you are direct depositing to the Ulster Federal Credit Union, your direct deposit will begin with the first payroll after you enroll. In place of a regular paycheck, you will receive an Advice of Deposit, which has a statement of earnings and deductions exactly like a regular paycheck, and includes information showing how your wages were deposited.

**AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR:** By signing this form, you and your joint account holder, if any, each agree to immediately repay to the County Finance department any salary payments to which you are not entitled, which were deposited to your account in error. The County Finance department will most often electronically recover these funds by reversing the overpayment from your account via the ACH System. This means of recovery shall not prevent the County Finance department from utilizing any other lawful means to retrieve salary payments to which you are not entitled.

**CHANGING FINANCIAL INSTITUTIONS:** You may change financial institutions by completing a new enrollment form, checking the word **Change** next to Type of Authorization at the top of Section 1. The new enrollment will cancel the enrollment at the previous financial institution. This type of change requires one payroll period (two in some cases) before it becomes effective. During this time, you will receive a regular paycheck. Do not close the account where your payment is direct deposited until you have received a regular pay check or an Advice of Deposit showing the new bank and account number.

**CANCELLATIONS:** The agreement represented by this authorization remains in effect <u>until canceled by you</u>. To cancel, you must complete a new enrollment form, circling the word Cancel after Type of Authorization. You should also write CANCEL in the box for ACCOUNT INFORMATION. This agreement may also be canceled by the financial institution by providing you and the County Finance department with a written notice thirty days in advance of the cancellation date. The financial institution cannot cancel this agreement without notification to both you and the County Finance department. A cancellation does not become effective until received and processed by the County Finance department. Do not close the account where your payment is direct deposited until you have received a regular paycheck.