

**RAPIDES PARISH POLICE JURY
AUTHORIZATION FOR DIRECT DEPOSIT**

CHECK ONE:

- _____ New Application for Electronic Deposit
- _____ Change of Account Number/Same Financial Institution
- _____ Change of Financial Institution

CHECK ONE:

- _____ Checking Account _____ Savings Account

I, _____, hereby authorize the Rapides Parish Police Jury to "Electronically Deposit" my wages each pay period to the financial institution of my choice. It is understood that this banking procedure is a courtesy extended by the Rapides Parish Police Jury and is limited to one bank account per employee. It is also understood that it is my sole responsibility to notify the Payroll Department of any changes made to my bank account.

In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry be made, I (we) hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my (our) account.

Acknowledgement:

I understand that initial direct deposit funds and/or any and all changes to direct deposit will cause a live check to be issued. In that instance, I wish one the following:

CHECK ONE:

- _____ I will pick up my check.
- _____ Please mail my check to the address indicated in my employee record.
- _____ Forward my check to my department.

Employee Signature: _____

Date: _____ **Last 4 digits of Social Security Number:** _____

ATTACH VOIDED CHECK

OR

ATTACH CONFIRMATION FROM FINANCIAL INSTITUTION