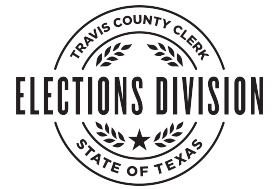


# DIRECT DEPOSIT AUTHORIZATION – ELECTION WORKERS



**Instructions:**

1. Complete the form below.
2. Attached a voided check or letter from your bank with your routing number and account number.
3. Return to form to Travis County Elections Personnel. You can email it to [eRecruiting@traviscountytexas.gov](mailto:eRecruiting@traviscountytexas.gov)

<b>Name (please print)</b>	<b>Department Name</b> County Clerk Elections
<b>Employee ID</b> (to be completed by Clerk's Office)	<b>Home Phone</b>
<b>Signature</b>	<b>Date</b>

Full Deposit <input type="checkbox"/>	I authorize my employer and the Bank indicated below (or on attached voided check) to deposit my net pay automatically to my account each payday. If monies to which I am not entitled are deposited in my account, I authorize my employer to direct the Bank to return said funds. This authority will remain in effect until I have canceled it in writing.
Partial Or Other Deposit <input type="checkbox"/>	I authorize my employer and the Bank indicated below to deposit only \$_____ to my account each payday. If monies to which I am not entitled are deposited in my account, I authorize my employer to direct the Bank to return said funds. This authority will remain in effect until I have canceled it in writing.  If this is a new account, please attach a voided check or have your Bank fill out the section below.  Note: You must have a second account set up to receive the remainder of your pay.
Cancel Deposit <input type="checkbox"/>	I wish to discontinue the direct deposit of my net pay to my account each payday. Please provide the name of your financial institution and your account number:  <ul style="list-style-type: none"> <li>• Financial Institution to be canceled _____</li> <li>• Account Number _____</li> </ul> <p><b>AUDITORS OFFICE MUST RECEIVE CANCELLATION FIVE DAYS BEFORE EFFECTIVE PAY DATE.</b></p> <p><b>**IF YOU CLOSE YOUR ACCOUNT BEFORE THE CANCELLATION TAKES EFFECT AND THE DIRECT DEPOSIT IS RETURNED, YOU MUST WAIT 5 BUSINESS DAYS BEFORE A REPLACEMENT CHECK WILL BE ISSUED.**</b></p>

Please complete all the information below and attach a voided check	
Financial Institution	Address
Name as indicated on Account	City/State
Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Transit Routing Number/ASA	
Signature: _____	

Travis County's payroll schedule can be found here - <https://traviscountytexas.helpjuice.com/96528-payroll/travis-county-payroll-schedule>

For a copy of your printed pay statement or for any other questions, please email [eRecruiting@traviscountytexas.gov](mailto:eRecruiting@traviscountytexas.gov)