

The attached form is to be used to start or change your Payroll Direct Deposit. You do not need to contact your bank or credit union prior to starting or changing a payroll direct deposit, but **you must complete and submit the attached form to the Teller County Finance or Human Resources department no later than 1 week before the next payday.**

To avoid delays receiving your deposited earnings **if you are changing to a different account &/or financial institution DO NOT close the old account** until after your first direct deposit has been processed into the new account.

Upon completion of this form, it will take a **minimum of 15 days**, but closer to **30 or more days**, before the new direct deposit or change will go into effect, depending on what you are doing. **I encourage you to contact your bank or credit union after the first direct deposit or after you have made a change to be sure it was processed correctly.** Please contact Sandy at the Finance Office (689-2980), if you have any questions.

Rev 5/18/01 Payroll forms\direct deposit info.wpd

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