

## DIRECT DEPOSIT ENROLLMENT AUTHORIZATION

\*\*NEW DIRECT DEPOSIT ENROLLMENTS WILL BE DIRECTLY DEPOSITED WITHIN 30 DAYS\*\*

**SECTION A** Select One ⇒

- NEW Direct Deposit (Complete Sections B&D)
- NEW SNOCOPE Deduction (Complete Sections C&D)
- CHANGE Direct Deposit - Bank or Acct # change\*\*Existing direct deposit will be stopped immediately and the new direct deposit will begin within 30 days (Complete Sections B&D)
- CHANGE SNOCOPE Deduction (Complete Sections C&D)
- CANCEL Direct Deposit (Complete Section D)
- CANCEL SNOCOPE Deduction (Complete Section D)

*(Complete the information below - please print)*

Employee ID Number	Social Security Number	<input type="checkbox"/> County Department (please print dept name) <input type="checkbox"/> Outside District / Junior Taxing District (please print district name)
Employee Name (Last) <span style="margin-left: 150px;">(First)</span> <span style="margin-left: 150px;">(Middle)</span>		

**SECTION B** (For NEW Direct Deposit or CHANGE to existing Direct Deposit.)

Select Only One	Financial Institution	Routing Number	Account Number	Amount
Checking <input type="checkbox"/>				<b>NET</b>
Savings <input type="checkbox"/>				<b>CHECK</b>

**SECTION C** (For NEW SNOCOPE Credit Union deduction or CHANGE to existing SNOCOPE Credit Union deduction)

Ded. Code 408-00	Credit Union	Routing Number	Account Number	Fixed Amt.
S	Savings	3 2 5 1 8 0 5 5 3	0000 _____ 00	*

\*This amount will be taken every pay day whether you are paid semi-monthly or monthly  
(Please contact SNOCOPE FEDERAL CREDIT UNION to deposit funds in multiple accounts.)

**SECTION D** (Conditions of direct deposit and employee signature)

I hereby authorize Snohomish County to provide for direct deposit of any salary and wages due me, less any mandatory or authorized withholding or deductions therefrom, in the above designated account(s).

If at any time the amount of salary or wages so deposited exceeds the amount of salary and wages actually due and payable to me, I hereby authorize Snohomish County to pursue collections of said overpayment in accordance with Finance Policy 1610, Overpaid Wages Recovery.

If the County is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet eligibility requirements for the Direct Deposit program, I understand that Snohomish County may terminate my enrollment in the program.

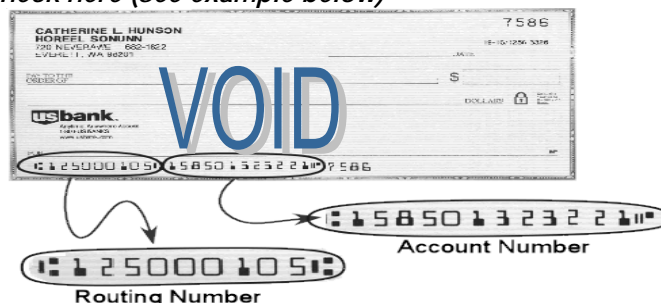
If any action taken by me results in nonacceptance of a direct deposit by a designated financial institution, I understand that the County assumes no responsibility for processing a supplemental salary or wage payment until the amount of the nonaccepted deposit is returned to the County by the financial institution.

I certify that I have read, understand and accept the information contained within this form.

**\*\*\*\*Effective September 18, 2009, per requirements of the NACHA Operating Rules, if you receive your payroll via direct deposit to a bank within the United States and then have the entire payroll amount forwarded to a bank in another country, please advise the Payroll Section of the Department of Finance. \*\*\*\***

Employee Signature	Date
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Please attach a VOIDED check here (see example below)





## DIRECT DEPOSIT ENROLLMENT FORM INSTRUCTIONS

### Section A

Select **New** if you are enrolling for the first time in direct deposit or SNOCOPE Credit Union deduction.

Select **Change** if you are changing an existing direct deposit (new bank or account #) or an existing SNOCOPE Credit Union deduction.

Select **Cancel** if you wish to cancel your existing direct deposit or SNOCOPE Credit Union deduction.

**Employee ID#** (located in the top left corner of your pay stub) is optional. Please complete **social security number and name.**

Select **County Department** if you work for Snohomish County and complete the Department name.

Select **Outside District / Junior Taxing District** if you work for one of the fire, sewer, water, drain, flood or emergency outside districts. Please write in the name of the district.

### Section B – Direct Deposit Information (Choose instruction 1 or 2 below - whichever applies)

**1. Complete this section if you would like your entire net check deposited to SNOCOPE Federal Credit Union. Payroll deductions for SNOCOPE Federal Credit Union members will be sent to a savings account only. (Please contact SNOCOPE Federal Credit Union to have your payroll deduction distributed to multiple accounts.)**

a) Select **savings.**

b) Fill in the **SNOCOPE Federal Credit Union routing number 325180553** and **your five digit account number.** The example on the front of this form shows you where to find your account number.

**2. Complete this section if you would like your entire net check deposited to any other financial institution:**

a) If you select **checking**, please attach a voided check to the front of the form.

b) If you select **savings**, please attach a voided deposit slip to the front of the form.

c) Write in or type in the name of your **financial institution.**

d) Fill in the **routing number** and **account number.** The example on the front of this form shows you where to find your financial institutions routing number and your account number.

### Section C - SNOCOPE Credit Union Fixed Amount Deduction

This section is reserved for employees with only a SNOCOPE Federal Credit Union fixed amount deduction.

If you have completed Section B by choosing SNOCOPE Federal Credit Union as your financial institution, it is not necessary to complete this section.

If you have completed Section B by choosing a financial institution other than SNOCOPE Federal Credit Union, you may also have a fixed deduction that goes to SNOCOPE Federal Credit Union Credit Union.

If you have not completed Section B and have a fixed amount to SNOCOPE Federal Credit Union Credit Union in Section C, the remainder of your pay will be issued as a check.

### Section D - Signature is Required

Complete Section D of the form by reading, signing, dating and submitting the form to Snohomish County Payroll, 3000 Rockefeller Ave., M/S 610, Everett, WA 98201.

**Payroll must receive the signed original form with a voided check or deposit slip attached in order to process your request.**

# Direct Deposit Most Commonly asked Questions

## 1. Do I have to sign a Direct Deposit form if I am already with SnoCope?

Yes. It is important that you provide Snohomish County with a new authorization through your signature since the authorization you have signed earlier is an authorization given to SnoCope and not the County.

## 2. Can I deposit my check in any bank?

Yes, you can have your check directly deposited into any account.

## 3. Can I have a portion (fixed amount) go to any bank?

No, currently we only have the capability to transmit a portion (fixed amount) to SnoCope Federal Credit Union.

## 4. What is Direct Deposit of Payroll?

The direct Deposit of Payroll Service is a convenient method of receiving your payroll by having it deposited directly into your checking or savings account to a bank or credit union of your choice. You benefit from the convenience of not having to make a trip to the Bank to deposit your payroll. It will automatically be deposited, even if you are sick, on vacation, or away on a business trip. In addition, you can easily access your money from Automated Teller Machines or use it for purchases with your Bank debit card as of the morning of payday.

## 5. Who can participate?

Employees who are employed with Snohomish County. It also includes employees of junior taxing districts whose payroll is processed by the County.

## 6. When can I access the money deposited into my account?

Your money will be available to you on payday. In most cases, your money is deposited even before your bank opens for business. This is quicker than if you deposit a check with a teller.

## 7. How will I know how much will be deposited to my account and on what date?

You will receive your payroll stub just as you do today. The only difference is that the funds will be directly deposited into your checking or savings account.

## 8. How can I be confident that there will not be any unauthorized charges made against my account?

Electronic transactions are protected by Federal

Regulation E and are subject to stringent safeguards. If you discover a transaction that you have not authorized, you have up to sixty days to contact your financial institution, let them know that you have not authorized the transaction and receive restitution.

## 9. How Do I sign up?

Complete a Direct Deposit Authorization Form available through your Payroll Representative or the Finance web site at:

[DD Enrollment Form.doc](#)

Or:

[..\\..\\Forms\\FINANCE\\Payroll\\DD Enrollment Form.doc](#)

Return the Completed Authorization form along with a voided check or deposit slip from your financial institution to Payroll Department M/S 610.



## 10. How soon after completion of the Direct Deposit Authorization Form will my deposits begin?

Signed enrollment form requests will be directly deposited within 30 days of receipt by Payroll. Each enrollment or change requires an account verification process. This verification process ensures the accuracy of the bank number and account number you have requested for your deposit. If the deposit information cannot be processed, Payroll will contact you, and your enrollment will be delayed until the correct information is obtained and processed.

## 11. Can I telephone Payroll, my bank, or my credit union to make changes to my deposit authorization?

No. Phone calls do not give the county the required authorization to make enrollments, changes, or cancellations to your direct deposit. All information must be submitted in writing by using Direct Deposit Authorization form. Forms are available from your payroll representatives or the Finance web site at:

[DD Enrollment Form.doc](#)

All completed forms must be returned to Payroll Department at M/S 610.

**12. Do I have to directly deposit my pay?**

No. This service is offered for your convenience. You always have the option of receiving a check.

**13. Can I have one set amount go to a financial Institution and the remainder of my check issued to me?**

Yes, only if you are currently having a portion going to SnoCope Credit Union

**14. If I already have a set amount going to my savings Account at SNOCOPE Credit Union, can I have the remainder of my check deposited to another financial institution?**

Yes. You are allowed to have a portion (fixed amount) sent to SNOCOPE Credit Union and the net (or remainder) of your earnings deposited to another account bank or credit union account of your choice.

**15. The form says SnoCope savings for net amount; will it go to my checking account?**

Yes, it will if you made this arrangement with SnoCope. Snocope Credit Union offered to provide its members more flexibility in processing their direct deposit payment. By sending your pay to Snocope in a savings account, they have programmed their system to automatically allocate this amount to the different accounts authorized by the member, including savings, checking, loan payments, etc.

**16. Can I have my savings account credited or must it be a checking account?**

You may have either a checking or a savings account credited. In some cases, your financial institution may offer additional distribution services as well.

**17. What if I want to cancel my Payroll Direct Deposit?**

You may cancel your Direct Deposit of Payroll authorization at any time by contacting the Payroll Division and giving them 15 days written notice.

**18. What happens if I move my account to another bank or my bank changes my account number?**

You will need to notify the Payroll Division by completing a new authorization form, indicating the new bank and account number. Enclose a voided check or deposit slip from your new bank account. A voided temporary check is also acceptable.

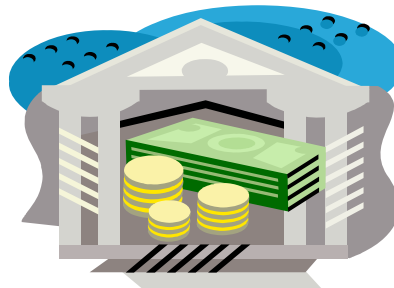
**19. Will my bank charge me for this service?**

Most banks do not charge for this type of electronic

deposit. In those instances where banks may charge, the charge should be no more than you are currently paying for making a current deposit of a paper check.

**20. When I terminate employment, will my paycheck be deposited?**

No. Your termination payroll check will not be deposited into your bank account or credit union accounts.



**21. If my SnoCope account number is correct on my preprinted DD form, do I need to attach a voided check or deposit slip?**

It is optional for SnoCope account members to attach a voided check or deposit slip. SnoCope Credit Union has provided us with the appropriate information for your account. However, we still recommend you verify the account number and make corrections as necessary. The voided check or deposit slip is meant to verify banking information in case the ACH does not recognize these numbers.