

DIRECT DEPOSIT OF PAYROLL

An employee with Rock Island County can have direct deposit to any banking institution on the attached list. This can be either the net check or a portion of the check. It can be either deposited to the checking account or the savings account. There can only be one deduction to one banking institution.

Requirements for Direct Deposit

1. Employee must be either full time or regular part time.
2. Employee will be required to sign a letter of agreement, plus

For checking account – a voided check or a copy of a voided check.

For savings account – a letter from the banking institution with the account number and routing number.

At least a 30-day notice will be required along with a favorable test from the bank before deductions can begin. To change banks or accounts another 30-day notice will be required for testing.

To change the amount of a deduction or to stop a deduction, notice of one week prior to the payroll will be required.

To start a direct deposit, please turn in the Rock Island County letter of agreement along with a voided check or proof of savings account numbers to the Payroll Department.