ISLE OF WIGHT COUNTY
DIRECT DEPOSIT SIGN UP FORM

Isle of Wight County offers direct deposit to all Isle of Wight Employees. If you are one of the millions of Virginian's that see the benefits of direct deposit such as : 1) no long wait at the bank teller window, 2) accurate and immediate deposit of funds 3) immediate access to your hard earned cash; simply attach a voided check to this form and fill out the appropriate information as it pertains to you.

Please confirm your account information with your bank so that your direct deposit will be placed into the appropriate account (I.e. checking, savings).

ATTACH VOIDED CHECK HERE

OR

SEE ATTACHED FOR BANKING INFORMATION

Employee's have the option of choosing up to three different direct deposit accounts.
You may choose 100% of your deposit to go into one account or you may choose a specific dollar amount to each of your accounts.
***Please check type of account**

1st Acct Specific Amount **$**_____ ***100%*** ***OR Remaining Balance***
****CHECKING ACCT***_____ ***SAVINGS ACCT***_____ **Name of Bank** _____

2nd Acct Specific Amount **$**_____
****CHECKING ACCT***_____ ***SAVINGS ACCT***_____ **Name of Bank** _____

3rd Acct Specific Amount **$**_____
****CHECKING ACCT***_____ ***SAVINGS ACCT***_____ **Name of Bank** _____

I AGREE TO HAVE MY CHECK DIRECT DEPOSITED INTO THE ACCOUNT(S) NOTED ABOVE. I ALSO UNDERSTAND THAT IF I CLOSE OR CHANGE MY CHECKING ACCOUNT INFORMATION WITHOUT FIRST NOTIFYING THE HUMAN RESOURCES DEPARTMENT THIS MAY CAUSE A DELAY WITH MY ACH DIRECT DEPOSIT.

PRINT NAME **SIGNATURE** **DATE**

FOR BUDGET & FINANCE USE ONLY

Bank Number _____ Bank Name _____

Employee Number _____ Pre-Note Date _____ Deposit Date _____