



TINA M. HUEBNER

MUSKINGUM COUNTY AUDITOR

Please use this Direct Deposit form for all Direct Deposit changes and new employees signing up for Direct Deposit.

Please return completed form with verification of Routing No. and Account Number to the Payroll Department (copy of voided check/deposit slip or notice from bank).

- Direct Deposit can be split into TWO ACCOUNTS/BANKS of their net pay, after deductions.
- The payroll deposit will be in your account on the morning of the Pay Date.

MUSKINGUM COUNTY PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Please deposit 100% of my paycheck as follows.

I hereby authorize The Muskingum County Payroll Department to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries made in error, to my () Checking () Savings account (select one) indicated below and the Bank named below, to credit and/or debit the same to such account.

BANK _____

ROUTING NO. _____ ACCT.# _____

CIRCLE TYPE: Checking / Savings AMOUNT \$ _____

BANK _____

ROUTING NO. _____ ACCT.# _____

CIRCLE TYPE: Checking / Savings AMOUNT \$ _____

This authority will not be considered revoked by me until Muskingum County has received written notification from me of its termination in such time and in such a manner as to afford Muskingum County and the Bank a reasonable opportunity to act on it. The employee's appointing authority can direct any employee's compensation to be paid by warrant at any time.

NAME: _____ SSN _____ - _____ - _____

SIGNATURE: _____ DATE: _____ ID# _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

Revised 5/2025