

# RENSSELAER COUNTY BUREAU OF FINANCE

MICHAEL J. SLAWSON  
CHIEF FISCAL OFFICER

DAVID W. ST. HILAIRE  
DEPUTY CHIEF FISCAL OFFICER

## DIRECT DEPOSIT REQUEST

PLEASE TYPE OR PRINT ALL INFORMATION

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_ SS # \_\_\_\_\_

BEGIN DATE \_\_\_\_\_ END DATE \_\_\_\_\_

BANK NAME \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

DOLLAR AMOUNT OR PERCENTAGE OF NET \_\_\_\_\_

\*\*\*REQUEST MUST BE SIGNED IN ORDER TO START OR CHANGE A DIRECT DEPOSIT\*\*\*

### HIGHWAY AND VAN RENSSELAER MANOR EMPLOYEES ONLY

I, \_\_\_\_\_, DO HEREBY AUTHORIZE RENSSELAER COUNTY TO AUTOMATICALLY DEPOSIT THE ABOVE DESIGNATED AMOUNT(S) OR PERCENTAGE(S) INTO THE ABOVE STATED ACCOUNT(S). I UNDERSTAND THAT MY ACCOUNT **WILL NOT** BE CREDITED UNTIL **ONE** BUSINESS DAY AFTER A PAYDAY. I ALSO UNDERSTAND THAT THERE IS A POSSIBILITY THAT, DUE TO CIRCUMSTANCES BEYOND THE CONTROL OF RENSSELAER COUNTY, MY ACCOUNT **MAY NOT** BE CREDITED UNTIL **TWO** BUSINESS DAYS AFTER A PAYDAY.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### ALL OTHER COUNTY EMPLOYEES

I, \_\_\_\_\_, DO HEREBY AUTHORIZE RENSSELAER COUNTY TO AUTOMATICALLY DEPOSIT THE ABOVE DESIGNATED AMOUNT(S) OR PERCENTAGE(S) INTO THE ABOVE STATED ACCOUNT(S). I UNDERSTAND THAT THERE IS A POSSIBILITY THAT, DUE TO CIRCUMSTANCES BEYOND THE CONTROL OF RENSSELAER COUNTY, MY ACCOUNT **MAY NOT** BE CREDITED UNTIL **ONE** BUSINESS DAY AFTER A PAYDAY.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### RENSSELAER COUNTY BUREAU OF FINANCE USE ONLY

DATE ENTERED \_\_\_\_\_ INITIALS \_\_\_\_\_ PN DATE \_\_\_\_\_ DD DATE \_\_\_\_\_

DATE REMOVED \_\_\_\_\_ INITIALS \_\_\_\_\_ P→A \_\_\_\_\_