



# DIRECT DEPOSIT FORM

Human Resource Office  
250 N Main  
Richfield, UT 84701  
435-893-0459  
[lawheeler@sevier.utah.gov](mailto:lawheeler@sevier.utah.gov)

EMPLOYEE'S NAME \_\_\_\_\_ SS# OR EMPLOYEE #: \_\_\_\_\_  
(Print as it appears on payroll)

NEW ENROLLMENT

CHANGE ACCOUNT

**I authorize Sevier County and the financial institution shown, to deposit my payroll payments directly to my account as specified below:**

Full Amount to be deposited:       CHECKING ACCOUNT       SAVINGS ACCOUNT

Split Amounts to be deposited:       SAVINGS ACCOUNT      \$ \_\_\_\_\_ OR \_\_\_\_\_ %

CHECKING ACCOUNT      \$ \_\_\_\_\_ OR \_\_\_\_\_ %

Balance to be deposited:       CHECKING ACCOUNT       SAVINGS ACCOUNT

If you choose not to attach a voided check/savings deposit form, it is important to understand that you are at risk of your payroll either not going into the correct account or not going into any account.  
**TAPE YOUR VOIDED CHECK HERE**  
(FOR CHECKING ACCOUNT)  
  
**AND/OR**  
**TAPE YOUR DEPOSIT SLIP HERE**  
(FOR SAVINGS ACCOUNT)  
  
DO NOT attach a deposit slip for checking – it does not contain the right coding.  
(If you are splitting your deposit, please attach banking information for both accounts)

I also authorize Sevier County Human Resources to initiate any corrections (debit or credit adjustments) made in error through the processing of my payroll. This authority will remain in effect until I file a new Authorization form.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources  \_\_\_\_\_ (initial)      Date stamp: