



**WHATCOM COUNTY  
AGREEMENT FOR DIRECT DEPOSIT OF NET WAGES**

Whatcom County requires regular employees to participate in Direct Deposit of your net wages to your bank account each payday. Conditions of Direct Deposit are as follows:

1. Transfers to accounts pursuant to this request will be considered payments to you. **Do NOT list accounts which you do not control.**
2. This Agreement Form and an Enrollment Form must be completed and returned to AS – Finance Payroll.
  - a. Enrollment Forms must be submitted to Payroll at least one (1) week prior to pay date in order to begin validation of bank account information for the current pay period.
  - b. Forms submitted the week of a County pay date will be processed the following pay period.
3. Your first paycheck will be a PHYSICAL CHECK with your earnings statement. This allows time to verify that all the Enrollment Form information, such as your account number, is correct.
  - a. Occasionally, your second paycheck will also be a physical check, depending on your banking institutions processing period.
  - b. By your third pay date, you will be receiving net wages via Direct Deposit into the accounts specified on your Direct Deposit Enrollment Form.
4. Since processing times may vary, it is your responsibility to verify with your financial institution when your deposit will be reflected in your account. Late deposits to your account by your financial institution are not the responsibility of the County.
5. Earnings statements for employees will be distributed by your department on payday via county email system. It is the employee's responsibility to verify the pay amount on the earnings statement and to notify Payroll immediately of any error(s).
6. Failure to notify Payroll Services of any change to or closure of your bank account number(s) will result in the bank refusing your funds and cancellation of Direct Deposit. Whatcom County assumes no responsibility for issuing replacement payroll checks until the funds are returned to the County by your financial institution.
7. You may make changes to your Direct Deposit accounts at any time; including changing accounts or deposit amounts. You must restart the process by resubmitting a Direct Deposit Enrollment Form and go through the procedure outlined in #2-3 above. Once again, a CHECK will be issued the first one to two pay periods and then net wages will be Direct Deposit the following pay days.
8. Under this agreement it is the County's responsibility to transmit the day preceding the pay date. In the event the Direct Deposit submission deadline cannot be met due to a payroll failure, a physical check will be produced and you will be notified through your department prior to payday.

Signature below indicates the employee has read, understands, and has agreed to above stated conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Send completed form to AS Finance - Payroll*