

FAXES ARE NOT ACCEPTED

**DIRECT DEPOSIT REQUEST  
FORM**



*You are limited to three (3) accounts and may add one additional for TreasuryDirect bonds.*

<b>Employee ID (required)</b>	<b>Department</b>
<b>Last Name</b>	<b>First Name</b>

**CHECKING ACCOUNTS**

Complete the checking account section only and attach a voided check for each checking account listed.

Bank Name	Routing #	Account Number	% of Net Pay	Dollar Amount
<b>Skylight ONE Pay Card</b>				

**SAVINGS ACCOUNTS**

Complete the savings account section only and attach documentation from the bank for each account listed.

Bank Name	Routing #	Account Number	% of Net Pay	Dollar Amount

**TREASURY DIRECT SAVINGS BONDS**

Complete this section to have funds deposited with the US Treasury to purchase savings bonds. You must attach a copy of your Treasury Direct documentation which includes your routing and account #.

Routing #	Account Type	Account #	Amount
051736158	Checking Account	<input checked="" type="checkbox"/>	

**I authorize the County of Riverside to initiate deposits (credits) and/or corrections to the financial institutions indicated herein. The financial institution is authorized to credit and/or correct the amounts to my account. This authority will remain in full force and effect until the County has received written notification from me in the form of a revised authorization, canceling this authorization in such time and such manner as to afford the County and depositor a reasonable opportunity to act on it. I understand it may take up to three (3) pay periods for this authorization to become effective during which time I will receive a mailed warrant (check). No mark outs or alternation to this paragraph will be accepted.**

<b>Employee Signature (required)</b>	<b>Date</b>
Please enter a phone # that you can be reached at during the hours of 7:30AM - 5:00PM. If we are unable to contact you, processing of request may be delayed.	<b>Telephone Number</b>

**AUDITOR-CONTROLLER USE ONLY**

<b>Pay Period Processed</b>	<b>Keyed By</b>	<b>Date Entered</b>

**MAIL STOP 1160 OR MAIL TO PO BOX 1326, RIVERSIDE, CA 92502**