

## DIRECT DEPOSIT FACT SHEET

- ✓ Champaign County employees may allocate their direct deposit to a maximum of 4 accounts. Specific dollar amounts may be directed to specific accounts, with the final balance of the paycheck being deposited to the last, or balance, account. The Direct Deposit Authorization Form may be downloaded from the County's website.
- ✓ Additions or changes to accounts must be received by Monday of a payroll week in order to take effect on that paycheck. For example, if payroll is issued Friday the 5<sup>th</sup>, changes must be in our office no later than Monday the 1<sup>st</sup>.
- ✓ Cancellations of accounts should also be received by Monday of a payroll week and should be in writing. Emails are sufficient to cancel direct deposits, as well as the Cancellation of Direct Deposit Form, also available on the County's website.
- ✓ Closed accounts/Returned Deposits—If your bank account is closed or invalid and the funds are returned, the Payroll desk receives notice of this 2-4 days after payroll is issued. Paper checks cannot be issued until we receive this notice from the bank. Thus, if you forget to tell us you closed your account, it may be Tuesday or Wednesday of the following week before you actually get your money.
- ✓ Please alert the Payroll desk immediately to any changes which may affect your direct deposit. This will ensure a smooth payroll processing and timely receipt of your paycheck.