McDONOUGH COUNTY COURTHOUSE, BUILT IN THE YEAR 1869
Listed in the National Register of Historic Places

GRETCHEN DEJAYNES
County Clerk and Recorder
of McDonough County
#1 Courthouse Square
Macomb, IL 61455

Clerk and Recorder	*309/833-2474*
Voter Registration	*309/833-4649*
Payroll/Accounting	*309/837/3120*

We are pleased to offer you the convenience of ***DIRECT DEPOSIT!*** Now, you can have your paycheck automatically deposited in your checking or saving account on payday. And, don't have to change your present banking relationship to take advantage for this service! We would like to give you an opportunity to sign up for direct deposit. If you are already taking advantage of this service please disregard this notice.

Direct Deposit will help you in many ways....

* Saves on trips to your financial institution
* Save time depositing your checks - no waiting in long lines on payday
* Eliminate the possibility of lost or stolen checks
* Deposits your money faster
* Deposits your money, even if you're on vacation, sick or away on business

Here's how it works.....

On payday you will receive an earning statement which shows gross pay, taxes, other deductions and net pay. Your money will be deposited in your account. The amount of the deposit will appear on your bank statement.

We believe you'll enjoy this added convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient and easy. To take advantage of this service, please complete the attached authorization for and return it to Payroll/Accounting Office.

The authorization form below gives us and your financial institution the authority to deposit your pay to your account.

Employee Authorization

I authorize McDonough County, and the financial institution list below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account list below each payday. This authority will remain in effect until I cancel or change it in writing with the County Payroll Deputy.

☐ Checking ☐ Saving Employee Signature _____

Employee Name (please print) Date:

Financial Institution City, State,

Transit/Routing (ABA) Number

Acct # at Financial Institution