

## DIRECT DEPOSIT -Authorization Form-

**BEGIN DEPOSITS**     **CHANGE INFORMATION**     **END DEPOSITS**

Start Date \_\_\_\_\_

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking     Savings     Other (specify): \_\_\_\_\_

**ATTACH COPY OR VOIDED CHECK FOR CHECKING ACCOUNT ♦ FOR SAVINGS ACCOUNT OR OTHER WRITE IN THE BANK ROUTING NUMBER AND ACCOUNT NUMBER**

I authorize the State of Idaho to initiate credits (and/or corrections to previous credits) to the financial institution designated above. This authorization will remain in effect until I give written notice to Idaho Department of Parks and Recreation either to change or terminate this authorization.

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

Other deductions set up through payroll.

DED CODE	DEDUCTION NAME
200	Deferred Comp
469	P & R Rental (Must be every pay period)
525	ID Central Pub. Emp. Credit Union
522	Public Emp. Credit Union (CDA)
757	ID Public Employees Assoc. Dues

If you want deferred comp, contact PEBSCO. They will let me know the deduction amount. The number is 1-800-627-1583. Contact the Credit Union on all deductions and changes before you let payroll know. If you need to change your tax deductions, complete a current W-4.

DED CODE	DEDUCTION NAME	APP	DEDUCTION AMOUNT	
				(APP) APPLICABILITY CODES  1 – First Pay Period of the Month 2 – Second Pay Period of the Month 3 – Last Pay Period of the Month 4 – Every Pay Period of the Month 5 – First & Second Pay Periods Only

AGENCY CODE	AGENCY NAME
<b>340</b>	<b>PARKS &amp; RECREATION</b>