



# BENTON COUNTY WA

## AGREEMENT FOR ELECTRONIC FUNDS TRANSFER (EFT) OF NET WAGES

Benton County offers electronic payment of your net wages each payday under the following conditions:

1. This Agreement Form and an Enrollment Form, with a voided personal check / savings deposit slip, must be completed. New enrollments and changes are due by the 20<sup>th</sup> of the month. It is the responsibility of each employee to make changes to their EFT's prior to this time.
2. Employees choosing to use automatic deposit will be allowed three transactions.
  - A. Transactions must be set up as fixed amounts, and/or balances.
    - 1) Balances are used when more than one transaction is processed for an employee. The first transactions will be fixed amounts. Therefore, the remaining will go to the other designated account.
    - 2) If an employee's fixed amount is greater than their net pay, an EFT will be processed in the amount of the net pay and not the fixed amount.
  - B. EFT's will only be made to accounts accessible to the Automated Clearing Housing (ACH). If you are unsure if an account is accessible to the ACH, please contact your financial institution.
3. During the pay period in which you enroll in EFT, a prenote will be done on the accounts you wish to use to verify their validity. EFT will take affect the payroll following the verification.
4. **Since processing times for EFT's vary, it is the employee's responsibility to verify with their financial institution when their deposit will be reflected in your account.** Late deposits to your account by your financial institution are not the responsibility of the County.
5. Notice of Deposit statements, not check stubs, will be distributed on payday to employees enrolled in EFT.
6. Failure to notify the Auditor's Office of changes made to your EFT banking **setup, prior to the 20<sup>th</sup> of the month, will result in the bank refusing your funds and cancellation** of your EFT. Benton County assumes no responsibility for issuing replacement payroll warrants until the funds are returned to the County by your financial institution.
7. Under this agreement it is the County's responsibility to have funds available to employees by payday. In the event this responsibility cannot be met, you will be notified, prior to payday, that a manual warrant will be issued instead of the EFT.
8. EFT's will not be processed for an employee's final pay.

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

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

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

## BENTON COUNTY ENROLLMENT/CHANGE FOR ELECTRONIC FUNDS TRANSFER (EFT) OF NET WAGES

Employee Name	Employee's Address
Department	City, State, Zip

**If canceling existing account please indicate terminate or continue until pre-note is approved**

Terminate     Continue existing account until pre-note approved

Account			Account Number	Routing Number	Type	Amount (Fixed or Balance)
1 New <input type="checkbox"/>	1 Change <input type="checkbox"/>	1 Cancel <input type="checkbox"/>			Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
2 New <input type="checkbox"/>	2 Change <input type="checkbox"/>	2 Cancel <input type="checkbox"/>			Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
3 New <input type="checkbox"/>	3 Change <input type="checkbox"/>	3 Cancel <input type="checkbox"/>			Checking <input type="checkbox"/> Savings <input type="checkbox"/>	

**(Please attach a voided personal check / savings deposit slip for account number verification)**

In accordance with RCW 41.04.240, I hereby authorize and request Benton County, until this authorization is revoked as described below, to electronically transfer my net wages for deposit into the accounts listed above. Like all other payroll related items, changes made to an EFT must be done in writing. This includes terminating an EFT.

If any action taken by me, without adequate notification to Payroll, results in non-acceptance of the transfer by the designated financial institution, I understand that Benton County assumes no responsibility for issuing a replacement payroll warrant until the funds have been returned by my financial institution.

In the event there is an error made in my wages that results in an overpayment, the following procedure will be implemented:

- (a) If time permits, the banking system will be notified, the EFT will be cancelled and a manual warrant will be issued.
- (b) If the funds cannot be cancelled through EFT, Payroll will notify me and request the return of the EFT net pay amount transferred from my account within three working days of notification. Payroll will then issue me a manual warrant for the correct net pay. Funds not voluntarily returned by me will be deducted in full from my next paycheck(s). **Involuntary recovery of funds will result in the permanent cancellation of EFT privileges.**

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

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

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