

*Westmoreland
County*

Payroll Direct Deposit Authorization Form

Controller's Office
2 N. Main St., Suite 111
Greensburg, PA 15601

Phone: 724-830-3113
Fax: 724-830-3134
E-mail: payroll@co.westmoreland.pa.us

Employee Name:

Last 4 digits of SSN:

Phone:

Dept:

Email:

Email is required; either Personal or County; your stub will be electronically sent to the email you provide.

Financial Institution:

Name:

City:

State:

Zip:

I hereby authorize Westmoreland County to deposit by net check directly to my (please check one):

Checking Account

OR

Savings Account

Routing No.

Account No.

I authorize Westmoreland County to initiate credit or debit entries to my account with the Financial Institution indicated above. The authorization will remain in effect until Westmoreland County has received written notification from me of its termination in such time and in such manner to afford Westmoreland County a reasonable opportunity to act on it.

Do not close your account without giving the Payroll office two weeks prior notice. Please confirm receipt of your direct deposit before writing check on these funds, Westmoreland County will not be responsible for any bank fees incurred. Westmoreland County reserves the right to issue a paper check at any time without notice.

Employee Signature _____ **Date** _____

See the sample check below to help locate your 9 digit routing number and your bank account number:

