

Montgomery County Government

DIRECT DEPOSIT OF PAYCHECKS STATEMENT
FOR APPLICANTS RECOMMENDED FOR EMPLOYMENT

I, \_\_\_\_\_, Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_, understand that Direct Deposit of paychecks is a condition of employment for Montgomery County employees appointed on or after June 1, 2006. My signature below indicates that I agree to sign up for Direct deposit, OR that I will request an exception to this policy under one of the following provisions:

- (a) Religious or ethical objections from an employee whose practice would not permit participation.
(b) Inability of the employee to establish an account with a Financial Institution, or
(c) When it is not feasible or practical for the employee to participate.

I understand that any Direct Deposit exception request must be reviewed and approved before an employee may report to work. I understand further that an employee who refuses to participate in Direct Deposit or refuses to file a request for an exception may be considered as having declined a job offer or as not being interested in the position.

CHOOSE ONE OF THE OPTIONS BELOW

I agree to sign up for Direct Deposit during my initial New Employee Orientation Meeting. If I have to establish a new account with a financial institution, a maximum of ten(10) business days from the employment date will be provided for me to submit a Direct Deposit Authorization to Payroll.

I will request an exception to the Direct Deposit policy and will immediately submit to the Interviewer, in writing, the reasons and supporting documents for the request. If the exception request is disapproved, I understand another opportunity to accept direct deposit will be offered. If declined, the recommendation for employment will be rescinded and I will not be employed.

Applicant Signature

Date

Interviewer Signature

Date