

**AUDITOR-CONTROLLER  
DIRECT DEPOSIT AUTHORIZATION**

EMPLOYEE #	DEPARTMENT NAME	DEPT. CODE
EMPLOYEE'S LAST NAME	FIRST NAME	

**NEW**

*I hereby authorize the Auditor-Controller of Los Angeles County, or his agents, to initiate deposits (and/or corrections to any previous deposits) to the financial institution indicated below. The Institution is authorized to deposit and/or correct amounts to my account.*

**REPLACE**

*I hereby authorize the Auditor-Controller of Los Angeles County, or his agents, to replace the financial Institution currently authorized by me to receive direct deposits, with the institution indicated below.*

**CANCEL**

*I hereby authorize the Auditor-Controller of Los Angeles County, or his agents, to cancel deposits to the financial institution authorized by me to receive direct deposits.*

FINANCIAL INSTITUTION INFORMATION	
FINANCIAL INSTITUTION NAME	
FINANCIAL INSTITUTION ADDRESS	
FINANCIAL INSTITUTION CITY, STATE, ZIP	
FINANCIAL INSTITUTION PHONE NUMBER	
BANK ACCOUNT ROUTING NUMBER	EMPLOYEE BANK ACCOUNT NUMBER
:	:
<p><b>CHECKING ACCOUNT</b> <i>Attach a voided check. Please note: If financial institution is a credit union, all account information must be completed by the financial institution.</i></p>	<p><b>SAVINGS ACCOUNT</b> <i>All account information must be completed by the financial institution.</i></p>

*This authorization cancels and replaces any previous authorization signed by me and will remain in effect until canceled by me by written notice, in such time and such manner as to allow the Auditor-Controller of Los Angeles County the opportunity to act on it, or upon termination of my employment from Los Angeles County. I expressly understand and agree that the Auditor-Controller of Los Angeles County, or his agents acting under this authorization, shall not be liable in any manner for failure or delay in making the deposit and/or corrections to the previous deposits here authorized.*

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

DEPARTMENT PAYROLL USE: Verified By \_\_\_\_\_ Date: \_\_\_\_\_

AUDITOR-CONTROLLER USE: ID Number \_\_\_\_\_ Date: \_\_\_\_\_