

**CCESC Direct Deposit Enrollment Pay Authorization  
E-Mail PAY Notice Authorization**

**TYPE of Enrollment  
Action:**

- NEW
- CHANGE
- CANCEL

EMPLOYEE NAME: \_\_\_\_\_  
 EMPLOYEE ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 SSN: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE of ACCOUNT:  Checking  SAVINGS \*

ROUTING#           
 (9 digits)

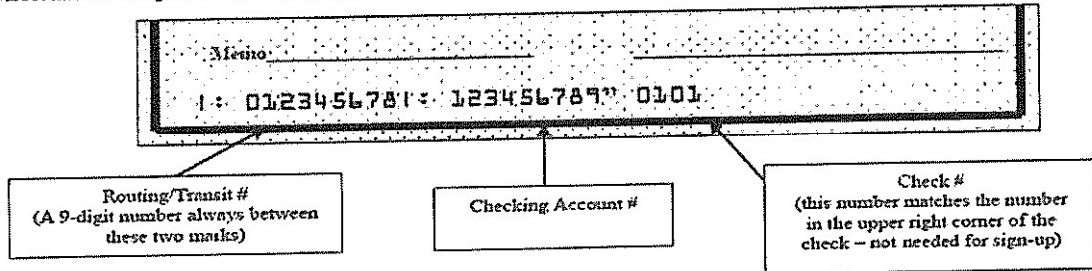
ACCOUNT#

FINANCIAL INSTITUTION NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PH# \_\_\_\_\_

**Attach a voided check for the checking account - not a deposit slip.**

\* If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. The slip numbers are not always the same information that outside sources use to deposit to a savings account.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



**IMPORTANT! Please read and sign before submitting:**

I hereby authorize CLARK COUNTY ESC (hereinafter "ESC") to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept & to credit any credit entries indicated by ESC to my account. In the event that ESC deposits funds erroneously into my account, I authorize ESC to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization remains in full force and effect until the written notification is received from me, in person, of its termination in such time & in such manner as to afford ESC reasonable opportunity to act, or until the ESC or appointing authority deems it necessary to terminate the agreement.

**E-mail Direct Deposit Notice Authorization**

I give permission for Clark ESC to send my Direct Deposit Notice & any other correspondence to the following e-mail address:

E-mail address: \_\_\_\_\_

EMPLOYEE

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR AUTHORIZATION of all of the ABOVE

**Please Note:** Any changes to your personal payroll information must be submitted in person only.  
 (No phone calls or emails will be accepted).