



**WARNING:** If you close your account before you stop direct deposit, **NO REPLACEMENT CHECK WILL BE ISSUED** *until* the money is returned by your bank to Walton County's bank account. This may take several days. You **must stop your direct deposit first, before closing your bank account!!!!**

After today, you will continue to receive a regular paycheck until the prenote clears. This process generally takes **two pay periods** to complete. After the prenote clears, you will get a non-negotiable stub and the money will be deposited directly into your bank account the following pay date. This will continue until you give **written notice to WC Payroll to stop**. WC Payroll **must** receive your written notice no later than **10 days before the next pay period to stop your direct deposit**.

I (we) understand the warning above as well as when my bank account will reflect the direct deposit. I (we) agree to give written notice to payroll to stop my direct deposit before I (or either of us) close this account **(BOTH PARTNERS MUST SIGN IF JOINT BANK ACCOUNT):**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Only call 770-266-1731 if your bank **does not show** a “pending” deposit on that morning or afternoon, or if your direct deposit **did not post** to your account on that date when you check your next bank statement after that date.