



## Direct Deposit/Pay-Stub Email Notification

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Employee Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

The Okaloosa County Board of County Commissioners (BCC) electronic direct deposit/pay-stubs are sent to each employee's county e-mail address unless otherwise instructed.

Please check the appropriate box:

Please use my assigned county email address.

Please use my personal email address listed below.

Personal email address: \_\_\_\_\_

### **Please initial below.**

\_\_\_\_\_ I understand if I do not receive my electronic direct deposit/pay-stub, it is my responsibility to notify my internet service provider and/or e-mail provider to investigate and resolve the problem, and I will still be able to access and print my electronic direct deposit/pay-stub from a county computer via the Employee Access Center.

\_\_\_\_\_ By using an address that is external from the county e-mail address, I understand that the BCC is not responsible should I not receive or cannot access my electronic direct deposit/pay-stub due to issues with my personal internet service provider and/or e-mail provider. Additionally, the BCC is not responsible should someone else receive or view my electronic direct deposit/pay-stub through my personal e-mail account.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_