



## DIRECT DEPOSIT AUTHORIZATION FORM

### How to enroll for automatic payroll deposit:

1. Read and fill in Authorization Agreement.
2. Determine where you want your paycheck deposited, and **ATTACH A VOIDED CHECK** for that account. **(Funds can be deposited into any existing checking or savings account).**
3. Return completed form to your employer.

### AUTHORIZATION AGREEMENT

**YES!** Please sign me up for automatic payroll deposit. I authorize my employer to deposit my paycheck, each payday, into the account named below. This authority will remain in force until I have given written notice to cancel it or until my employer has notified me that this service has been terminated.

PLEASE PRINT	
EMPLOYEE NAME:	_____
EMPLOYEE #	_____
PLEASE DEPOSIT MY ENTIRE NET CHECK TO:	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
BANK/FINANCIAL INSTITUTION NAME:	_____
BANK/FINANCIAL INSTITUTION ACCOUNT #:	_____
<small>Attach voided check for checking or enter base account number for savings.</small>	
BANK/FINANCIAL INSTITUTION ROUTING/TRANSIT#:	_____
PLEASE CANCEL MY DIRECT DEPOSIT EFFECTIVE:	_____
<small>I understand my employer has the right to reverse erroneous entries. I understand my employer may require 1 (one) to 3 (three) pay periods for this authorization to take effect.</small>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date