

PLEASE ATTACH A VOIDED CHECK OR LETTER FROM YOUR BANK WITH ACCOUNT INFORMATION

Authorization Agreement for Automatic Direct Deposits

You must complete a separate form for each account you are adding, deleting or changing.

If this is a new account:

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm that the bank accepts direct deposits and verify the transit routing and account numbers.
(Attach a voided check)
3. For savings accounts, you MUST confirm the transit routing number with your bank.
4. Notify the bank that you are going to setup direct deposit through payroll.

Please check the appropriate box and complete:

Canceling account (item C below). Payroll must cancel direct deposit BEFORE you cancel account.

Direct deposit is already setup, changing dollar amount only. (C through E below)

A new account (A through E below).

A new account to replace an existing direct deposit (A through E below).
Account number you are replacing (required): _____

A. Bank Name: _____

B. Bank Transit Routing Number:

C. Bank Account Number:

D. Checking

Savings

E. Full Deposit

Partial Deposit (amount per paydate) \$ _____

Please return to the payroll department, with a voided check for checking, or a deposit slip for savings accounts.

Each new account will go through a pre-note process that will take one pay period.

- > I authorize <<client name>> and the bank listed above to deposit my net pay or portion thereof as indicated into my account each paydate.
- > If funds to which I am not entitled are deposited to my account, I authorize <<client name>> to direct the bank to return said funds to <<client name>>.
- > I understand that my deposit may not be credited to my account until 5:00 PM on the paydate indicated on the check voucher.

Associate Name (print): _____

Associate Signature: _____

Social Security Number (required): _____

Date: _____