

# DIRECT DEPOSIT AUTHORIZATION

## EMPLOYEE INFO

LAST NAME	FIRST NAME	EMPLOYEE ID#
COMPANY NAME		COMPANY ID#

**PLEASE BE ADVISED:** Direct deposit authorization forms require 5 business days to process. Any forms submitted less than five business days prior to check date will be processed the next following check date. (We recommend that all old accounts be kept open until a payroll has successfully been deposited in new accounts.)

The following documentation is required:

**Checking account** - voided check (no deposit slips)

**Savings account** - documentation from your financial institution

## ACTION REQUESTED

New Account Setup                       Direct Deposit Change                       Cancel Direct Deposit

**NOTE: Please include all banking information. This form overrides all previous direct deposit authorizations.**

## ACCOUNT #1

BANK NAME		ROUTING # (9 DIGITS)
ACCOUNT TYPE <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ACCOUNT #	TYPE OF DEPOSIT <input type="checkbox"/> % of net pay: _____ % <input type="checkbox"/> Specific amount: \$ _____

## ACCOUNT #2

BANK NAME		ROUTING # (9 DIGITS)
ACCOUNT TYPE <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ACCOUNT #	TYPE OF DEPOSIT <input type="checkbox"/> % of net pay: _____ % <input type="checkbox"/> Remaining balance <input type="checkbox"/> Specific amount: \$ _____

## ACCOUNT #3

BANK NAME		ROUTING # (9 DIGITS)
ACCOUNT TYPE <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ACCOUNT #	TYPE OF DEPOSIT <input type="checkbox"/> % of net pay: _____ % <input type="checkbox"/> Remaining balance <input type="checkbox"/> Specific amount: \$ _____

## AUTHORIZATION

By signing, I understand that participating in direct deposits is optional, and in the unlikely event of a deposit error, all corrections and/or adjustments will be corrected the following business day. In addition, I acknowledge that the company list above will not be held liable for any bank charges resulting from any direct deposit errors.

EMPLOYEE SIGNATURE	DATE / /
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<b>PAYROLL DEPARTMENT</b>	PROCESSED BY	DATE / /
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