

## DIRECT DEPOSIT AUTHORIZATION FORM

I, \_\_\_\_\_, hereby (select one):

- Authorize** my employer, \_\_\_\_\_ and its agents, including financial institutions, to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my checking and/or savings accounts listed below. This authorization will remain in effect until I have informed my employer in writing that I want to cancel it and my employer has had reasonable time to effect such cancellation. I understand I should contact my bank to verify receipt of funds.
- Revise** direct deposit bank account or accounts as indicated below.
- Cancel** direct deposit of my paycheck completely, with immediate effect. This cancellation will remain in full force and effect until I again provide the Company with written notification of authorization to deposit my paycheck automatically. I acknowledge that I will now receive paychecks for which I am responsible for depositing and/or cashing.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

	Remaining Balance to 1 <sup>st</sup> Account <input type="checkbox"/>		Use Percentage <input type="checkbox"/>		
Pay Order	Bank Name/Address/Phone	Acct. Type	Routing/Account Numbers	Amount	Pct.
<b>1*</b>		Ckg <input type="checkbox"/>	Rtg _____		
		Sav <input type="checkbox"/>	Acct _____		
<b>2</b>		Ckg <input type="checkbox"/>	Rtg _____		
		Sav <input type="checkbox"/>	Acct _____		
<b>3</b>		Ckg <input type="checkbox"/>	Rtg _____		
		Sav <input type="checkbox"/>	Acct _____		

**TOTAL:** \_\_\_\_\_

**Attach a voided check or deposit slip for each bank account to which funds will be deposited.**

**NAME** \_\_\_\_\_ \_\_\_\_ 20 \_\_\_\_ 0324

Pay to the order of \_\_\_\_\_ \$  Dollars

Bank \_\_\_\_\_

Memo \_\_\_\_\_

⑆123456789⑆ 022999999999⑆ 0324

**Example Routing Number: 123456789 Example Account Number: 022999999999**

**Employers: Keep for your records.**

**Notice:** Due to government regulations regarding the use of direct deposit, employers cannot offer direct deposit of funds to:

- Foreign banks
- U.S. financial institutions where the entire amount will be forwarded to a bank account in another country.

Employees or contractors associated with such foreign organizations are not eligible for direct deposit.