

DIRECT DEPOSIT AUTHORIZATION FORM

IF this is a new account, you must:

1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify the bank's Transit ABA number and your Account number (including dashes).
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there isn't anything special you need to do as far as they are concerned.

Please check the appropriate action below:

- Set up a new direct deposit account. (Complete A through E below.)
- Cancel a direct deposit account. (Complete C below.) *Do not close an account unless you cancel it through Payroll first.*
- Change the \$ amount only on a direct deposit already set up. (Complete C through E below.)
- Set up a new account to replace a direct deposit already set up. (Complete A through E below.)
- Which account # are you replacing? _____

A. Bank Name: _____

B. Bank Transit ABA #:

C. Bank Account #:

D. Checking Savings (Check appropriate box.)

E. Full Deposit Partial Deposit ⇨ Amount per Pay Period _____

F. Please attach a voided check from your checking account or a deposit form from your savings account and return to Payroll with the signed Authorization form.

Your account will "Pre-Note" for 10 days. Your first check after input is a live check.

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

Employee Signature: _____

Print name as well: _____

Date: _____