

DIRECT DEPOSIT

1. Direct deposits may be started any month.
2. Your check can be deposited to any financial institution you choose.
3. You will receive a paper check after you submit The Authorization Agreement for Automatic Deposits form, with your voided checks. It will change to direct deposit in the next payroll cycle.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Please fill out and return this form to your payroll department. Be sure to include a voided check below.

Name: _____

Employee ID Number: _____

Does your AP account (for any reimbursements) also need to be updated?

Primary - Financial Institution Name _____

Account Number: _____ Routing Number _____
_____ Checking _____ Savings Confirm this # with your financial Institution

Secondary – Financial Institution Name _____

This account has to have a set amount designated \$ _____

Account Number: _____ Routing Number _____
_____ Checking _____ Savings Confirm this # with your financial Institution

Secondary – Financial Institution Name _____

This account has to have a set amount designated \$ _____

Account Number: _____ Routing Number _____
_____ Checking _____ Savings Confirm this # with your financial Institution

I authorize you and the Financial Institution listed above to deposit my net pay automatically to my account each payday, and to initiate adjustments, if necessary, for any entries made in error to my account. This authorization will remain in effect until I have cancelled in writing.

Signature: _____

Date: _____

ATTACH VOIDED CHECKS HERE