

# Authorization Agreement for Direct Deposit

*\*\*You must complete a separate form for each account you are adding or changing\*\**

## Check the appropriate box:

- Set up a new account (Complete lines A through G below).
- Set up a new account to replace the existing account (Complete lines A through G below).
- Cancel an existing account (Item D below and Payroll must cancel direct deposit BEFORE you cancel the account).

## If this is a NEW account:

1. The account must be established and active at your bank before you request direct deposit
2. Confirm the bank accepts direct deposits and verify the transit routing and account number.
3. For saving accounts, you MUST confirm transit routing number with your bank.
4. Notify the bank that you are going to set up direct deposit through payroll.

A. Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

B. Bank Name \_\_\_\_\_

C. Bank Transit Routing Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

D. Bank Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

E.  Checking       Savings

F.  Full Deposit

G. Return to the Payroll Department with a voided check for checking or a deposit slip for savings.

---

FOR OFFICE USE ONLY

---

Employee File No.: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Company Code: \_\_\_\_\_