

DIRECT DEPOSIT SERVICE

Employee Authorization Agreement for Automatic Direct Deposits

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

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 numbers.
3. For Savings accounts, you **MUST** confirm the transit routing number with your bank.
4. Notify the bank that you are going to set up direct deposit through payroll.

Please check the appropriate box and complete:

- Canceling account (item C below). Payroll must cancel the direct deposit service BEFORE you cancel account.
- Direct deposit already set up, changing percentage of allocation only (C through E below)
- A new account (A through E below)
- A new account to replace an existing direct deposit (A through E below).
- Account number you are replacing (REQUIRED): _____

A. Bank Name: _____

B. Bank Transit Routing Number:

C. Bank Account Number:

D. Checking Savings

E. Full Deposit Partial Deposit (Percentage of allocation per Payday) _____

Each new account will go through a pre-note process that will take one payroll period.

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

Associate Name (Print): _____

Associate Signature: _____

Social Security # (Required) _____

Date: _____