



AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

Please complete this form to **add** a new account for direct deposit or to **delete** a current direct deposit. (All new accounts must be pre-noted (tested). Please state if you would like direct deposit to your old account or receive a check).

PLEASE ATTACH A VOIDED CHECK FOR CHECKING ACCOUNTS AND/OR A DEPOSIT SLIP FOR SAVINGS ACCOUNTS FOR EACH NEW ACCOUNT.

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| <p>Add this account to direct deposit ____ Delete this account from direct deposit ____ Deposit to old account during pre-note ____ Receive a check during pre-note ____</p> <p>Bank Name: _____ Account #: _____ Bank Transit/Routing #: _____ Type of account: Checking: _____ Savings: _____ Amount of Deposit: Entire (net) check: _____ Fixed Amount \$: _____</p> |
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| <p>Add this account to direct deposit ____ Delete this account from direct deposit ____ Deposit to old account during pre-note ____ Receive a check during pre-note ____</p> <p>Bank Name: _____ Account #: _____ Bank Transit/Routing #: _____ Type of account: Checking: _____ Savings: _____ Amount of Deposit: Entire (net) check: _____ Fixed Amount \$: _____</p> |
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I hereby authorize _____ (employer) to initiate direct deposit to my bank accounts to achieve the desired amounts with the financial institutions as shown above.

Employee Name: _____ Social Security #: _____

Employee Signature: _____ Date: _____