

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

INSTRUCTIONS:

- 1) Choose how you want your paycheck divided between your accounts.
- 2) Complete a PAYROLL DIRECT DEPOSIT AUTHORIZATION form for the first account. In the Amount line, enter the amount you want deposited.
- 3) Complete a separate form for each account until you get to the last account. Enter the word "BALANCE" on the Amount line.
- 4) Please verify the information you provide to us with your financial institution(s).
- 5) Take your completed forms to Human Resources. Your check will be split between the accounts you designate. Each account and the amount deposited will be listed on the Direct Deposit stub you receive on payday.
- 6) Your first check after completing this form will be an actual check. We will test the information you provided.
- 7) Direct deposits can be changed at any time by completing a new form(s).

NAME:		
EMPLOYEE NUMBER:		
ACCOUNT TYPE:	Checking (Attach Voided Check)	Savings (Attach Savings Deposit Slip)
BANK NAME:		
LOCATION(BRANCH) :		
CITY, STATE:		
BANK ACCOUNT #:		
ROUTING NUMBER:	Please attach a Voided Check or Saving Deposit Slip for routing verification.	
AMOUNT:		

I authorize you and the financial institution named above to automatically deposit my pay into my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to the Human Resources Department.

Signature

Date

Attach Voided Check or Deposit Slip here: