



Employee Authorization Agreement for Direct Deposit

If you are setting up a new account(s):

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.

If you are changing an existing account(s), check the box(es) that apply and complete the appropriate items.

<input type="checkbox"/> Add account <input type="checkbox"/> Change account distribution <input type="checkbox"/> Cancel account	
ACCOUNT 1: Bank Name	
Bank Transit Routing Number	Bank Account Number
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Percent _____% <input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Remainder	

<input type="checkbox"/> Add account <input type="checkbox"/> Change account distribution <input type="checkbox"/> Cancel account	
ACCOUNT 2: Bank Name	
Bank Transit Routing Number	Bank Account Number
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Percent _____% <input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Remainder	

<input type="checkbox"/> Add account <input type="checkbox"/> Change account distribution <input type="checkbox"/> Cancel account	
ACCOUNT 3: Bank Name	
Bank Transit Routing Number	Bank Account Number
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Percent _____% <input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Remainder	

<input type="checkbox"/> Add account <input type="checkbox"/> Change account distribution <input type="checkbox"/> Cancel account	
ACCOUNT 4: Bank Name	
Bank Transit Routing Number	Bank Account Number
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Percent _____% <input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Remainder	

- I authorize my employer and the bank(s) 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 p.m. on the payday indicated on the check voucher.
- I understand that new direct deposit accounts may take up to two payroll cycles to become active.

Associate Name (Print): _____

Associate Signature: _____

Social Security Number (Required): _____

Date: _____