



## **Authorization Agreement for Direct Deposit of Payroll**

**Full Name:** \_\_\_\_\_

I hereby authorize the Company to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) as indicated below and the financial institution(s) hereinafter called FINANCIAL INSTITUTION, to credit and/or debit the same in such account(s).

### **Complete Primary Deposit information below:**

<b>PRIMARY DEPOSIT</b> <input type="checkbox"/> New <input type="checkbox"/> Change		
Financial Institution Name	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	<input type="checkbox"/> Net Pay
City:	State:	Zip Code:
Transit Routing Number:	Account Number:	

**STAPLE VOIDED CHECK, ACCOUNT CONFIRMATION SLIP, OR DEPOSIT SLIP TO THIS FORM**

This authority is to remain in force and effect until the Company has received written notification from me of its termination in such time and in such manner as to afford the Company and FINANCIAL INSTITUTION a reasonable opportunity to act on it. The Company reserves the right to redirect the direct deposit and issue a regular check. This would occur in the case of special payroll runs, certain short weeks, or difficulties with the direct deposit process.

I have read and agree with the terms and conditions outlined in the Direct Deposit of Payroll guidelines listed on the back of this form.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

For proper processing of your application, be sure to verify the nine-digit transit routing number with your financial institution(s). Attach a voided blank (non-temporary) check, account confirmation slip, or deposit slip. The routing number is usually located at the bottom left-hand corner of your check.



## **Direct Deposit of Payroll Guidelines**

**Please attach the following items for each account specified:**

**Checking account** – Voided, preprinted check or Account verification letter from Financial Institution

**Savings account** – Preprinted Deposit slip or Account verification letter from Financial Institution

Direct deposit is a process where payroll funds are directly deposited to a financial institution(s) designated by an employee. Below are some general guidelines, which will explain the payroll direct deposit program.

All funds will be direct deposited on the pay date. Individuals on business trips and vacation will have their payroll check deposited on the normal payday.

When an employee initially enrolls in or make changes to their direct deposit designation, it may take approximately one (1) to two (2) pay periods for the direct deposit enrollment/changes to go into effect. During this time the employee will receive a 'live' paycheck.

It is the responsibility of the employee to notify the Company in writing of any changes to the designated account.

The Company reserves the right to redirect the direct deposit and issue a regular check. This would occur in the case of special payroll runs, certain short weeks, or difficulties with the direct deposit process.