

NEW

CHANGE

CANCEL

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF
PAYCHECK**

1. Read and fill-in the following Authorization Agreement.
2. The bank you specify must be a member of an Automated Clearing House. Contact your bank to obtain their Bank Code.
3. Determine where you want your paycheck deposited. You may have it deposited in any of your existing savings or checking accounts.
4. Provide details concerning your existing bank account.
5. For an existing checking account: Attach an unsigned personal check with the word "VOID" written across the face of it. Do not sign the check.
6. Return the completed Authorization Agreement directly to the Payroll Office.
7. Direct deposit of pay check will take one pay cycle before it is activated.

Please sign me up for Direct Deposit of my Paycheck. I authorize my employer to deposit my paycheck each payday directly into the account named below. This authority will remain in force until I have given written notice that I have terminated it or until my employer has notified me that this deposit service has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I authorize my bank to make the appropriate adjustment.

Please print:

Name _____ **Employee ID #** X

Title _____ **Dept.** _____ **Ext.** _____

Address _____ **City** _____

State _____ **Zip code** _____

Each payday, please deposit the following into the bank account listed below¹

Entire paycheck amount or \$ _____ **Amount**

Bank code | : | _____ | : | **Bank Name** _____
Your bank's code (ABA number) appears at the bottom of your check between the marks indicated.

Account # _____ **Checking** **Money Mkt.** **Savings**

Branch Address _____

Signature _____ **Date** _____

¹ Complete a separate Agreement Authorization for each bank account (maximum of 2).
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