



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. Return the completed Authorization Agreement directly to the Payroll Office.
6. There's a maximum of 2 accounts for direct deposit.
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.

Name: _____ Employee ID: X _____

Position: _____ Phone Number: _____

Dept Name: _____

Account #1	New	Change	Cancel
Routing Number: _____	Bank Name: _____		
Account #: _____	Bank Location (State): _____		
Account Type:	Checking	Savings	
Amount:	Entire Paycheck OR	Percent/Dollar Amount: _____	

Account #2	New	Change	Cancel
Routing Number: _____	Bank Name: _____		
Account #: _____	Bank Location (State): _____		
Account Type:	Checking	Savings	
Amount:	Entire Paycheck/ Remaining Balance OR	Percent/Dollar Amount: _____	

Employee Signature

Date