Authorization Agreement for Automatic Deposits

Use this form to add, change, or cancel a direct deposit. Each account requires a separate form. Each transaction takes at least one pay period to become activated in your account. All changes must be in writing. An account must be canceled through payroll to be valid.

A partial direct deposit requires a flat dollar amount to be deducted. A full direct deposit requires net pay to be deposited into one account.

To set up direct deposit you must:

* Have the account currently set up at your bank.
* Find out if the bank accepts direct deposits. (Attach a void check, if checking and a saving deposit slip, if savings)
* You are allowed to direct deposit to two (2) checking accounts and two (2) savings accounts.
* Notify the bank that you are setting up direct deposit through payroll. Determine if the bank has special requirements.

Please check the appropriate box:

_____ New Account

Change Partial
_____ Deposit Amount

Cancel
_____ Account

Depository Name _____

Bank Transit and ABA # _ _ _ _ _ _ _ _ _

Bank Account # _____

Account Type: (circle one) full deposit partial deposit
(Specify amount per payroll)

Savings Account _____ Checking Account _____

Authorization given by:

Employee Name _____

Employee Signature _____ Date _____