Authorization Agreement for Automatic Deposits

This Form is 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 cancelled 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 correctly 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 _____