**Employee Direct Deposit**

Direct Deposit automatically deposits your paycheck for you every payday in your checking or savings account at your own financial institution.

**All you have to do is sign up!**

*Here’s how Direct Deposit works:* Every payday you will receive an earnings statement showing gross salary, taxes, other deductions, and amount to be direct deposited. Your money will already have been deposited in your account. The amount of the deposit will appear as a credit on the account statement you receive from your financial institution. To take advantage of Direct Deposit, fill in the attached form and forward it to your employer to be submitted with payroll processing.

**Note: An actual payroll check may still be issued for the next pay cycle depending upon the timing of the direct deposit form submission.**

**Authorization Agreement for Direct Deposit**

Name: Social Security Number:

Address:

 Street City State Zip

I hereby authorize my employer, hereinafter called Company, to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit entries to my Checking or Savings account indicated below and the depository named below, hereinafter called **Financial Institution,** to credit and/or debit the same to such account**.**

**#1** \_\_\_\_Checking Account \_\_\_\_Savings Account

Enter Fixed Dollar Amount, %, or Remainder of Net Pay (if splitting across accounts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch \_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transit/ABA No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#2** \_\_\_\_Checking Account \_\_\_\_Savings Account

Enter Fixed Dollar Amount, %, or Remainder of Net Pay (if splitting across accounts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch \_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transit/ABA No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*YOU ARE NOT LIMITED TO 2 ACCOUNTS, SIMPLY ATTACH ADDITIONAL COMPLETED FORMS\*\*\*\*

**(VOIDED CHECKS MUST BE ATTACHED)**

This authority is to remain in full force and effect until **Company** has received written notification from me of its termination in such manner as to afford **Company** and **Financial Institution** a reasonable opportunity to act on it**.**

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_