

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Print Name (Last, First, & Middle) / BUSINESS NAME	Social Security Number / EIN		
Street Address	City	State	Zip Code

Bank Name	State	Account Number	Routing Number	Account Type	Amount/Percent
				<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
				<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
				<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

PLEASE CHECK ONE

<input type="checkbox"/>	New or Additional Direct Deposit		
<input type="checkbox"/>	Change the Bank or Account Number on an Existing Direct Deposit	Account Number to be Replaced:	
<input type="checkbox"/>	Change the Amount of an Existing Direct Deposit	Amount Was:	Amount Changed To:
<input type="checkbox"/>	Other (please explain):		

Please attach a voided check in the space below.

I have attached a voided personalized check (checking accounts) or deposit slip (savings accounts) for each account specified. (This request will not be processed without the accompanying documentation.)

I hereby authorize the Company to directly deposit any salary or wages due to me, less any mandatory or authorized withholdings or deductions in the bank account(s) listed above in the percentages specified. (If two or more accounts are designated, deposits are to be made in whole percentages of pay to total 100%.)

The Company will credit my account(s) the amount of my payroll check on payday. The Company will provide me with a check stub on payday listing my deductions and pay. Deposits are normally available the morning of pay date however each bank posts funds to accounts at different times daily, and the Company has no control over my bank's posting.

I authorize my financial institution to accept direct deposits to my account upon receipt and without advice to me. It is my responsibility to verify deposits on a per pay date basis before writing checks against these funds. I understand that the Company is not responsible for bank errors or bank fees. Banking services are provided in accordance with the limitations and restrictions of the Automated Clearing House Association.

This authorization is to remain in force until the Company has received written authorization from me of its termination or change. I understand that if my account has closed, my financial institution cannot accept a deposit on my behalf. If this occurs, my employer will not be able to process any further direct deposits without further written authorization from me. **IN ORDER TO TERMINATE OR REVOKE THIS AUTHORIZATION, I MUST NOTIFY MY EMPLOYER/CONTRACTOR IN WRITING AT LEAST TWO WEEKS PRIOR TO THE TERMINATION.**

Signature: _____

Name (printed): _____ Date: _____

Employees/Contractor: Please allow 2-4 weeks for your direct deposit to begin. Please verify with your bank that your first direct deposit has been processed correctly.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.