

Payroll Direct Deposit Authorization Form

(THIS FORM CHANGES ONLY AN EMPLOYEE BANK ACCOUNT(S) FOR DIRECT DEPOSIT)

I, _____, **(employee)** do hereby authorize

_____ **(employer)** to deposit my payroll check directly into all of my Checking or Savings accounts as specified below. I understand this authorization will remain in effect until I provide timely written notice to cancel this service. I also understand that my account may receive a prenote (\$0.00) transaction one pay cycle before I can begin the direct deposit on a live basis. I authorize any overpayments to me to be electronically deducted from my account.

Account(s) to be credited (can be deposited in up to two different accounts):

Voided check (not a deposit slip) or a Savings account deposit slip must be attached to process request.

Bank No. _____ Acct. # _____ %, \$ or Net _____

Type of account: Checking _____, Savings _____

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Type of account: Checking _____ Savings _____

(i.e.: 100% into checking; **or** \$20.00 into Savings, **Net** amount into Checking; **or** 10.00% into Savings, Net amount into Checking)

If email address is provided below, I further authorize **employer** to send my Direct Deposit Payroll voucher to my personal email address in lieu of the standard paper voucher. My Email address is:

_____ @ _____

Password: _____
(6 characters)

Signature of employee

Date

Attach voided check here