



Payroll Department

Last Name: _____
First Name: _____

Authorization Agreement for Direct Deposit Form

Authorization Agreement

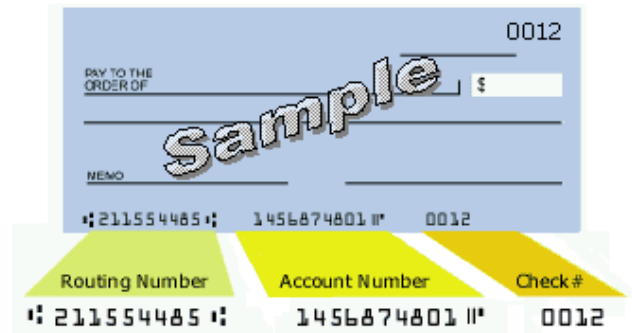
I hereby authorize my employer to deposit the specified dollar amounts and/or percents of my net pay into the designated bank account(s) and to initiate (if necessary) debit entries and adjustments for any credit entries in error to my account. To ensure proper crediting of funds to my account(s), I have attached a voided check(s) for checking and an encoded deposit slip(s) for savings accounts where my pay will be deposited. I have completed the form and indicated the type(s) of account and the dollar or percentage amount.

I am aware that any/all changes need a full pay cycle to process.

I agree this authorization will remain in effect until I provide written notification to the Payroll Department changing this service.

PRINT NAME	DATE
Signature	
Electronic Transfer of Funds for Direct Deposit of Paycheck to Account #1	
Name on Account	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Type of Account	\$ Amt/Percentage %
Bank Name and Address	
Bank Routing Number	Account Number
Electronic Transfer of Funds for Direct Deposit of Paycheck to Account #2	
Name on Account	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Type of Account	\$ Amt/Percentage %
Bank Name and Address	
Bank Routing Number	Account Number
Electronic Transfer of Funds for Direct Deposit of Paycheck to Account #3	
Name on Account	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Type of Account	\$ Amt/Percentage %
Bank Name and Address	
Bank Routing Number	Account Number

Attach copy of check here



HOW TO READ BANK AND ACCOUNT NUMBERS:

Your Bank Routing Number falls between the |: and |: markings. Your complete Account Number falls between the second |: and ||: markings.

The Bank Routing Number and Account Number on the authorization form would be completed for the sample check as follows:

Bank Routing Number: 2 1 1 5 5 4 4 8 5
Account Number: 1456874801

FOR OFFICE USE ONLY

UNCHECK do not print direct deposit notices box in WinCap for **Part-Timers**.

INITIALS _____

DATE ENTERED _____