

# Direct Deposit Authorization: Employee

I authorize \_\_\_\_\_ to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford

\_\_\_\_\_ a reasonable opportunity to act on it.

**Name on bank account:** \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking  or Savings

Bank routing number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ or  entire paycheck

**Balance of pay to:**

Manual (paper) check

Account described below

**Name on bank account:** \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking  or Savings

Bank routing number: \_\_\_\_\_

**Important:** Please **attach a voided check** for each bank account to which funds should be deposited.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_