

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Use this form to add, change, or cancel a direct deposit.

Any changes must be in writing

A partial direct deposit requires a flat dollar amount or % of net to be deducted.

A full direct deposit requires net pay to be deposited into one account.

To set up direct deposit you must:

- Have the account currently set up at your bank.
- Find out if the bank accepts direct deposits.
- Verify bank's transit number and your account number.
- Notify the bank that you are setting up direct deposit through payroll.
- Determine if the bank has special requirements.
- Attach a voided check for checking and/or deposit slip for savings.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

| Bank Name | Routing/ Transit # | Account # | Account Type | New/ Change/ Cancel | Amount (specify dollar amt or % of net if partial deposit) |
|-----------|-----------------------|-----------|--------------|---------------------------|---|
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Example:

Bob Smith wants to set up direct deposit with \$100 going to his savings and the rest of his paycheck going to checking.

| Bank Name | Routing / Transit # | Account # | Account Type | New/ Change/ Cancel | Amount (specify dollar amt or % of net if partial deposit) |
|-----------|------------------------|-------------|--------------|---------------------------|---|
| Example1 | 9999999999 | 12345645456 | Savings | New | \$100.00 |
| Example2 | 0000000000 | 99994546546 | Checking | New | 50% |
| | | | | | |

AUTHORIZATION GIVEN BY:

EMPLOYEE NAME _____

EMPLOYEE SIGNATURE _____

DATE _____