

**AUTHORIZATION AGREEMENT
FOR DIRECT DEPOSIT OF PAYROLL**

I hereby authorize my employer to deposit my net pay directly into my checking or savings account (select one) and to initiate (if necessary) debit entries and adjustments for any credit entries in error to my account.

To ensure that my account is properly credited, I have attached a voided check (if applicable) from the checking account where my net pay will be deposited, and I have completed the form below.

I agree that this authorization will remain in effect until I provide written notification to my employer terminating this service.

Signature _____

Date _____

**ELECTRONIC TRANSFER OF FUNDS
for Direct Deposit of Payroll**

Name on Your Account
Social Security Number
Name of Bank
Bank Address
Bank Number*
Account Number

* An example is provided on the next page to help you fill out your bank number and account number. To allow the Payroll Department to verify this information, please attach a voided check to the following page.

**HOW TO READ THE BANK AND ACCOUNT NUMBERS FROM
YOUR CHECK**

Your Bank Number falls between the and markings.

Your complete Account Number falls between the second and markings.

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

Bank Number
1 2 3 4 5 6 7 8 9

Account Number
022999 : 9999999

Hyphens should be entered, but spaces should not be included.

Identifying your number can be difficult.

Therefore, please attach a voided or canceled check in the space provided, so we can verify this information.

Name	_____ 19 ____ 0324
Pay to the order of	_____ \$ _____
	Dollars
Bank	_____
Memo	_____
<input type="checkbox"/> 123456789 <input type="checkbox"/> 0229999999999 <input type="checkbox"/> 0324	

**Please Place a Voided
Check Here
(If Applicable)**