

DIRECT DEPOSIT AUTHORIZATION FORM

I, _____, hereby (select one):

- Authorize** my employer, _____ and its agents, including financial institutions, to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my checking and/or savings accounts listed below. This authorization will remain in effect until I have informed my employer in writing that I want to cancel it and my employer has had reasonable time to effect such cancellation. I understand I should contact my bank to verify receipt of funds.
- Revise** direct deposit bank account or accounts as indicated below.
- Cancel** direct deposit of my paycheck completely, with immediate effect. This cancellation will remain in full force and effect until I again provide the Company with written notification of authorization to deposit my paycheck automatically. I acknowledge that I will now receive paychecks for which I am responsible for depositing and/or cashing.

Signature: _____ **Date:** ___/___/___

	Remaining Balance to 1 st Account <input type="checkbox"/>		Use Percentage <input type="checkbox"/>		
Pay Order	Bank Name/Address/Phone	Acct. Type	Routing/Account Numbers	Amount	Pct.
1*		Ckg <input type="checkbox"/>	Rtg		
		Sav <input type="checkbox"/>	Acct	_____	

2		Ckg <input type="checkbox"/>	Rtg		
		Sav <input type="checkbox"/>	Acct	_____	

3		Ckg <input type="checkbox"/>	Rtg		
		Sav <input type="checkbox"/>	Acct	_____	

TOTAL: _____

Attach a voided check or deposit slip for each bank account to which funds will be deposited.

NAME _____ ____ 20 ____ 0324

Pay to the order of _____ \$ Dollars

Bank _____

Memo _____

⑆123456789⑆ 0229999999999 0324

Example Routing Number: 123456789 Example Account Number: 022999999999

Employers: Keep for your records.

Notice: Due to government regulations regarding the use of direct deposit, employers cannot offer direct deposit of funds to:

- Foreign banks
- U.S. financial institutions where the entire amount will be forwarded to a bank account in another country.

Employees or contractors associated with such foreign organizations are not eligible for direct deposit.