

# Authorization for Direct Deposit

I authorize my employer, \_\_\_\_\_ 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 my employer a reasonable opportunity to act on it.

<b>Bank Name:</b> _____		
<b>Name on bank account:</b> _____		
<b>Bank account number:</b> _____	<b>Checking</b>	<b>Savings</b>
<b>Routing Number:</b> _____	(please circle)	
<b>Amount:</b> _____	<b>dollars (\$) or percent (%)</b>	

\*\*\*Optional Additional bank account\*\*\*

<b>Bank Name:</b> _____		
<b>Name on bank account:</b> _____		
<b>Bank account number:</b> _____	<b>Checking</b>	<b>Savings</b>
<b>Routing Number:</b> _____	(please circle)	
<b>Amount:</b> _____	<b>dollars (\$) or percent (%)</b>	

Signature: \_\_\_\_\_ Name Printed: \_\_\_\_\_

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

**\*\*\*Attach a Voided Check for Each Bank Account Listed\*\*\***