

## Authorization for Direct Deposit - Employee Form

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

### **Account #1**

Account #1 Type (check one):  Checking  Savings

Employee Bank Name \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Percentage or Dollar Amount to be Deposited into this Account \_\_\_\_\_

Please attach a voided check for each account here.

**Account #2** (remainder to be deposited to this account)

Account #2 Type (check one):  Checking  Savings

Employee Bank Name \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Please attach a voided check for each account here.

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Signature: \_\_\_\_\_

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

Employee ID #: \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT:** This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.