

Direct Deposit Authorization Form

1. Employer Information

Company Name	Company Number
<input type="text"/>	<input type="text"/>

2. Employee Information

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Identification Number		
<input type="text"/>		

3. Bank Information*

Bank Name	Account Type
<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing/Transit Number. <i>These are the nine digits to the left of your account number on the bottom of your check</i>	
<input type="text"/>	
Account Number	
<input type="text"/>	
Amount to be deposited <i>(Select either percentage or dollar amount.)</i>	
<input type="checkbox"/> Percentage. Please specify: %	<input type="checkbox"/> Dollar amount. Please specify: \$

4. Additional Bank Information*

Bank Name	Account Type
<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing/Transit Number. <i>These are the nine digits to the left of your account number on the bottom of your check</i>	
<input type="text"/>	
Account Number	
<input type="text"/>	
Amount to be deposited <i>(Select either percentage or dollar amount.)</i>	
<input type="checkbox"/> Percentage. Please specify: %	<input type="checkbox"/> Dollar amount. Please specify: \$

5. Authorization Agreement For Direct Deposit

*Please note, it can take up to 10 business days to process your direct deposit request and for you to begin receiving direct deposits.

I authorize my employer to make deposits to my account. In the unlikely event of a deposit error, I authorize my employer to make adjustments to correct the error.

Signature	Date
<input type="text"/>	<input type="text"/>

***One of the following documents must be submitted with this form and your name must be on the account or you must provide proof that you are a signer on the account.**

- Copy of a voided check (cannot be a starter check or a counter check). Deposit slips are not accepted.
- Bank specification form
- Bank letter on bank's letterhead signed by a bank representative (e-signature is not allowed)
- Bank account statement dated within the last 30 days
- Pay Card form printed from the vendor's site AND a copy of state or federally issued identification (driver's license, passport, ID card)