DIRECT DEPOSIT AUTHORIZATION FORM

Use this form to add, change or cancel a direct deposit. You may list up to 3 accounts on this form. Changes submitted to Payroll will be effective the pay date following the upcoming pay date.

TO SET UP DIRECT DEPOSIT YOU MUST:

- Verify bank's routing number and your account number
- Provide payroll with a void check or deposit slip

1. New Acct. ☐ Change Dep. Amount ☐ Cancel Acct. ☐ Saving ☐ Checking ☐

_____

Name of Bank

_____ _____ _____
Routing #   Account #   Amount or %

2. New Acct. ☐ Change Dep. Amount ☐ Cancel Acct. ☐ Saving ☐ Checking ☐

_____

Name of Bank

_____ _____ _____
Routing #   Account #   Amount or %

3. New Acct. ☐ Change Dep. Amount ☐ Cancel Acct. ☐ Saving ☐ Checking ☐

_____

Name of Bank

_____ _____ _____
Routing #   Account #   Amount or %

Employee Name _____ Date _____

Employee Signature_____