

# EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

## Instructions

- You may designate up to three accounts for direct deposit.
- When submitting this form, please bring your checkbook so we can take a copy of a blank check, or attach a voided check if you designate a checking account and/or a deposit slip for a savings account for each account listed.
- Be sure to list the amount to be deposited to each account. If you are designating only one account enter ALL. If depositing to more than one account, enter BALANCE for the main account.
- You must complete a new authorization form in its entirety each time you add an account or make a change to an existing account.

**This authority will remain in effect until I have cancelled it in writing.**

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

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

I authorize my employer and the financial institution listed above to initiate electronic entries each payday in the amount of \$\_\_\_\_\_ to my:

- Checking Account
- Savings Account

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

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

I authorize my employer and the financial institution listed above to initiate electronic entries each payday in the amount of \$\_\_\_\_\_ to my:

- Checking Account
- Savings Account

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

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

I authorize my employer and the financial institution listed above to initiate electronic entries each payday in the amount of \$\_\_\_\_\_ to my:

- Checking Account
- Savings Account

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Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_