

## DIRECT DEPOSIT AUTHORIZATION

Name <i>(please print)</i> _____	Date Submitted: _____
Social Security Number: _____	Effective Pay Date: _____
E-mail address: _____	

<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel the following deposit	
Name of Financial Institution: _____	
Routing #: _____	Account #: _____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <i>(Please check only one)</i>	
-----	
Amount of deposit <i>(pick one)</i>	
<input type="checkbox"/> Net (Remainder) deposited	
<input type="checkbox"/> Specific amount deposited \$ _____ <i>(indicate amount)</i>	

<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel the following deposit	
Name of Financial Institution: _____	
Routing #: _____	Account #: _____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <i>(Please check only one)</i>	
-----	
Amount of deposit <i>(pick one)</i>	
<input type="checkbox"/> Net (Remainder) deposited	
<input type="checkbox"/> Specific amount deposited \$ _____ <i>(indicate amount)</i>	

I authorize you and the financial institution below to deposit my pay automatically to my checking account each payday. Adjusting entries to correct errors are also authorized. This authorization is to remain in full force and effect until written notification is given to the COMPANY of its termination and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

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

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

**VOIDED CHECK (CHECKING) MUST BE ATTACHED**