



Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize Payroll of Columbia Inc. to initiate automatic deposits to my account at the financial institution named below. I also authorize Payroll of Columbia Inc. to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Payroll of Columbia Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Payroll of Columbia Inc. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name (print): _____

Phone Number: _____

Social Security Number: _____

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ Checking | Savings

Bank Phone: _____

Signature

Signature: _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll representative.