

Direct Deposit

We are pleased to offer you the payday convenience of **direct deposit**. Now you can have your paycheck automatically deposited in your checking or savings account on payday. And, you do not have to change your present banking relationship to take advantage of this service.

- Save trips to your financial institution
- Save time in depositing checks with no long pay day lines to wait in
- Eliminate the possibility of lost, stolen, or forged checks
- Deposit money fast, reducing the possibility of overdrafts
- Deposit money to your account even if you are on vacation or away from the office on business or illness

On payday, you will receive an earnings showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

The authorization form below gives your company and your financial institution authority to deposit your paycheck to your account. To take advantage of direct deposit, simply complete the form as follows:

- Mark the box indicating which account your pay will be deposited and the account number.
- Fill in your name, financial institution name, and date.
- Attach a voided check for verification of all the financial institution information.
- Sign the form.

Direct Deposit Employee Authorization Form

(Please complete and return to the Payroll Department.)

I authorize you and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my

checking account savings account

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

Please print the following:

Name: _____

Address: _____

Financial Institution: _____

Address: _____

Signature: _____ Date: _____

Bank Routing Number:

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Checking Account Number:

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Or

Savings Account Number:

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