

# Authorization for Direct Deposit

Employee Name: \_\_\_\_\_

Employee E-mail Address: \_\_\_\_\_

(This will allow you to log in to view your paystubs. Your e-mail will not be shared with anyone).

I authorize \_\_\_\_\_ (Employer) to deposit my pay automatically to the account(s) indicated below:

## Account #1

Account #1 Type (check one):  Checking  Savings

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

Bank Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Amount to be deposited:  Entire paycheck - OR - \$\_\_\_\_\_ (specific amount)

## Account #2 (If a specific amount is chosen above, the remainder to be deposited into this account):

Account #2 Type (check one):  Checking  Savings

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

Bank Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Please attach copies of voided checks here.

This authorization will be in effect until the Employer receives a written notice from myself and has a reasonable opportunity to act on it.

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

\_\_\_\_\_  
Date