

# AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Use this form to add, change or cancel a direct deposit. Each account requires a separate form and must be in the Payroll Department by Monday A.M. All changes take approximately two weeks to go into effect. An account must be cancelled through payroll to be valid. The cancellation must be in writing.

A partial deposit requires a flat dollar amount to be deducted. A full deposit requires net pay to be deposited into one account.

A voided check must be included for payroll to start the direct deposit.

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To set up a direct deposit you must:

>>>Have the account currently set up at your bank.

>>>Find out if the bank accepts direct deposits. Verify the bank's transit number and your account number.

>>>Notify the bank that you are setting up direct deposit through payroll. Determine if the bank has special requirements.

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Please check the appropriate line:

\_\_\_\_\_ New account

\_\_\_\_\_ Change partial deposit amount

\_\_\_\_\_ Cancel Account

**DEPOSITORY (Bank) NAME:** \_\_\_\_\_

**BANK TRANSIT OR ABA#:** \_\_\_\_\_

**BANK ACCOUNT #:** \_\_\_\_\_

**ACCOUNT TYPE:** Please check appropriate line

\_\_\_\_\_ FULL DEPOSIT

\_\_\_\_\_ PARTIAL DEPOSIT (SPECIFY AMOUNT) \_\_\_\_\_

\_\_\_\_\_ SAVINGS ACCOUNT

\_\_\_\_\_ CHECKING ACCOUNT

**EMPLOYEE SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_