



# Employee Direct Deposit Authorization Agreement

- New:** You currently do not have direct deposit and are now beginning direct deposit.
- Change:** You currently have direct deposit and are making changes by changing deposit amount(s), priority, adding new accounts and/or are canceling current accounts.

**Note:** When you begin or change a direct deposit, it will **not** take effect on your next payroll check after we receive your form. First your account must pre-note (meaning do a trial run), then your next check **after** the pre-note should be direct deposit.

Employee Name \_\_\_\_\_ Employee No. \_\_\_\_\_

I hereby authorize my employer \_\_\_\_\_, (hereinafter COMPANY) to deposit any amounts owed me to initiating credit entries to my account at the financial institution (hereinafter BANK) indicated below. Further, I authorize BANK to accept and to credit entries indicated by COMPANY to my account. In the event that COMPANY deposits funds erroneously into my account, I authorize COMPANY to debit my account for an amount not to exceed the original amount of the erroneous credit.

- Begin Deposit** (Please enter by priority and enclose a voided check for each account)

Priority	Bank Name	Routing #	Account #	Type of Account (checking or savings)	Amount or Net Pay
1 <sup>st</sup>	_____	_____	_____	_____	_____
2 <sup>nd</sup>	_____	_____	_____	_____	_____
3 <sup>rd</sup>	_____	_____	_____	_____	_____

**Note:** Priority means in which order do you want the money distributed to your accounts. One (1) being the first account your money is to go to, etc. You may select up to three (3) accounts. If you have more than one account listed, and all you pay goes to direct deposit, the last account (last priority) will receive the net pay. If there is not enough money to distribute to all accounts as you have indicated, your money will go to your account with priority one (1) first and so on.

- Change Deposit Amount or Priority**

Bank Name	Account #	Change Amount to	Change Priority to
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Note:** If changing priority, list all accounts and their new priority.

- Cancel Deposit (check one)**
  - Cancel all direct deposits that I currently have on file and issue me an actual payroll check until I notify you otherwise.
  - Cancel all direct deposits that I currently have on file and begin new deposit(s) as I have indicated above.
  - Cancel only the accounts I list below and leave the direct deposits I have not listed that are currently on file for me as direct deposit. Also, add (if any) the new accounts I have listed above.

	Bank Name	City/State	Account #	Type of Account
A	_____	_____	_____	_____
B	_____	_____	_____	_____
C	_____	_____	_____	_____

This authorization is to remain in force until I notify COMPANY on a new "Employee Direct Deposit Authorization Agreement" otherwise and give COMPANY a reasonable timeframe to act on my new "Employee Direct Deposit Authorization Agreement."

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