



# Authorization for Direct Deposit of Payroll

(Please Print Clearly)

First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

\_\_\_ Initial Setup    \_\_\_ Change of Bank    \_\_\_ Change of Account    \_\_\_ Addition of Account

Bank Name: \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Routing No. \_\_\_\_\_ Account No. \_\_\_\_\_ Amount \$ **Balance**

Bank Name: \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Routing No. \_\_\_\_\_ Account No. \_\_\_\_\_ Amount \$ \_\_\_\_\_

Bank Name: \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Routing No. \_\_\_\_\_ Account No. \_\_\_\_\_ Amount \$ \_\_\_\_\_

Please use back of form for additional accounts

**The employee's payroll will be deposited in the account(s) listed above on the designated pay dates for the corresponding employee type. When a pay date falls on a weekend or holiday, payroll funds are deposited on the last working day prior to the pay date. Updating information for Payroll will not update the information for Accounts Payable.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Attach a voided check below or, if deposited to a savings account, an electronic print off from your online account or a savings account deposit slip or statement to validate account information. Do not attach or debit card information.

