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the "24/7" legal staffing service™

## DIRECT DEPOSIT AUTHORIZATION

A total of three accounts may be chosen for disbursement of funds. If no amount is specified the full net check amount will be deposited in one account.

Every effort is made to ensure that net pay is deposited into the account(s) specified on the actual payday. However, employees must understand that there are possible delays in processing direct deposits.

The Payroll Department must be notified immediately of any changes to bank information.

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

*Name of Bank #1:* \_\_\_\_\_

*Bank Routing #:* \_\_\_\_\_ *Bank Account #:* \_\_\_\_\_

*Amount to be deposited:* \$ \_\_\_\_\_ *Account Type:*  *Checking*  *Savings*

*Please attach a COPY of a VOIDED CHECK or SAVINGS DEPOSIT SLIP*

*Name of Bank #2:* \_\_\_\_\_

*Bank Routing #:* \_\_\_\_\_ *Bank Account #:* \_\_\_\_\_

*Amount to be deposited:* \$ \_\_\_\_\_ *Account Type:*  *Checking*  *Savings*

*Please attach a COPY of a VOIDED CHECK or SAVINGS DEPOSIT SLIP*

*Name of Bank #3:* \_\_\_\_\_

*Bank Routing #:* \_\_\_\_\_ *Bank Account #:* \_\_\_\_\_

*Amount to be deposited:* \$ \_\_\_\_\_ *Account Type:*  *Checking*  *Savings*

*Please attach a COPY of a VOIDED CHECK or SAVINGS DEPOSIT SLIP*

I understand that my direct deposit cannot be guaranteed to be in my account(s) on the actual payday due to input errors, bank holidays or time delays between our bank and other financial institutions.

I hereby authorize my employer to deposit my net pay directly in to my account(s) and to initiate, if necessary, debit entries and adjustments to correct any entries made in error in my account(s). This authorization will remain in force until I revoke it by giving written notice to the Payroll Department.

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

\_\_\_\_\_  
Date