

# Payroll Direct Deposit Authorization Form

(THIS FORM CHANGES ONLY AN EMPLOYEE BANK ACCOUNT(S) FOR DIRECT DEPOSIT)

I, \_\_\_\_\_, **(employee)** do hereby authorize

\_\_\_\_\_ **(employer)** to deposit my payroll check directly into all of my Checking or Savings accounts as specified below or (if checked) add to my Payroll Debit Card. I understand this authorization will remain in effect until I provide timely written notice to cancel this service. I also understand that my account may receive a prenote (\$0.00) transaction one pay cycle before I can begin the direct deposit on a live basis. I authorize any overpayments to me to be electronically deducted from my account or Payroll Debit Card.

Account(s) to be credited (can be deposited in multiple accounts):

**Voided check (not a deposit slip) or a Savings account deposit slip must be attached to process request.**

Bank No. \_\_\_\_\_ Acct. # \_\_\_\_\_ %, \$ or Net \_\_\_\_\_

Type of account: Checking \_\_\_ Savings \_\_\_

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Type of account: Checking \_\_\_ Savings \_\_\_

\_\_\_\_\_ I authorize my employer to add my Net Pay to the balance of my Payroll Debit Card.

(i.e.: 100% into checking; or \$20.00 into Savings, **Net** amount into Checking; or 10.00% into Savings, Net amount into Checking or Payroll Debit Card)

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

**Attach voided check here**