

# Business Payroll Services

## Direct Deposit Authorization



### 1. Employer Information

Company Name	Company Number
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### 2. Employee Information

Last Name	First Name	MI
Employee Identification Number		

### 3. Bank Information \*

Bank Name	Account Type Checking Savings
Routing/Transit Number. <i>These are the nine digits to the left of your account number on the bottom of your check (must begin with 0, 1, 2, or 3).</i>	
Account Number	
Amount to be deposited <i>(Select either percentage or dollar amount.)</i>	
Percentage. Please specify: %	Dollar amount. Please specify: \$

### 4. Additional Bank Information \*

Bank Name	Account Type Checking Savings
Routing/Transit Number. <i>These are the nine digits to the left of your account number on the bottom of your check (must begin with 0, 1, 2, or 3).</i>	
Account Number	
Amount to be deposited <i>(Select either percentage or dollar amount.)</i>	
Percentage. Please specify: %	Dollar amount. Please specify: \$

### 5. Authorization Agreement For Direct Deposit

\*Please note, it can take one to two payroll periods to process your direct deposit request and for you to begin receiving direct deposits.

***I authorize my employer to make deposits to my account. In the unlikely event of a deposit error, I authorize my employer to make adjustments to correct the error.***

Signature	Date
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\*Attach a voided check with this agreement. Deposit slips are not accepted. Information provided should match voided check.