

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS



Please read this form carefully and write clearly.

If this is a new account, you must:

*Already have your bank account set up

*Find out if the bank accepts direct deposits. Verify the bank's transit # and your account # (including dashes).

*Notify the bank that you are going to set up a direct deposit through payroll.

*Make sure that there isn't anything special you need to do as far as the bank is concerned



Please check the action and fill out form below:

_____ Canceling bank account (complete item C below). Do not close an account unless you cancel it through payroll first

_____ Direct deposit already set up changing \$ amount deposited only (Complete C through E below)

_____ A new account (complete A through E below).

_____ A new account to replace a direct deposit already set up (complete A through E below) Which account are you replacing? _____



(A) Bank Name _____

(B) Bank TBA# _____

(C) Bank Account # _____

(D) Checking _____ Savings _____

(E) Full Deposit _____ Partial Deposit _____
(Amt. Per payroll)

Please return to Payroll Department with a voided check from your checking account or a deposit slip from your savings account.

Your account # will be pre-noted for 10 days after input



I authorize ADP and the bank listed above to deposit my net pay or portion thereof as indicated above into my account each payday.

If funds to which I am not entitled are deposited to my account, I authorize ADP to direct the bank to return said funds.

I understand that my deposit may not be credited to my account until 5pm on the pay date indicated on the check voucher.

Employee Signature _____

Print Name _____ Date _____