

Employee Direct Deposit Authorization

Instructions – Please read carefully!

- You must complete a new authorization form in its entirety each time you change bank or account information.
- You must attach a voided check for a checking account or a deposit slip for a savings account. You may only designate one account.

This authority will remain in effect until I have cancelled it in writing.

Signature: _____ Date: _____

I authorize you and the financial institution listed below to initiate electronic entries each payday.

Bank name: _____

Account Number: _____

Checking Account:

Savings Account: