Direct Deposit Authorization

Complete this form to have your pay deposited electronically. Attach a voided check or a letter from your bank showing the routing and account numbers. Allow one to two pay periods for the change to take effect; you will be paid by [paper check / pay card] until then. Direct deposit is [optional / required with your choice of bank, subject to state law]. To change or cancel, submit a new form.

EMPLOYEE INFORMATION

Full legal name

Employee ID

Department / site

Phone number on file

Email for pay statements

Request type

☐ New enrollment ☐ Change of account ☐ Add a second account ☐ Cancel direct deposit

ACCOUNT 1 (PRIMARY)

Bank or credit union name

Name on account

Routing number (9 digits)

Account number

Confirm account number

Account type

☐ Checking ☐ Savings

Amount to deposit

☐ Entire net pay ☐ Remaining net pay after Account 2 ☐ Fixed amount

☐ Percentage of net pay

Fixed amount ($) or percentage (%)

ACCOUNT 2 (OPTIONAL)

Bank or credit union name

Name on account

Routing number (9 digits)

Account number

Confirm account number

Account type

☐ Checking ☐ Savings

Amount to deposit

☐ Fixed amount ☐ Percentage of net pay ☐ Remaining net pay after Account 1

Fixed amount ($) or percentage (%)

AUTHORIZATION

☐ I authorize [Company Name] and its payroll provider to deposit my net pay electronically into the account(s) above and, if funds are deposited in error, to initiate an adjustment to correct the error, as permitted by law. This authorization stays in effect until [Company Name] receives written notice from me to change or cancel it and has reasonable time to act on it. I confirm I am an owner or authorized user of each account.

☐ Voided check or bank letter attached

Employee signature

Date

Date

PAYROLL USE ONLY

Received by / date

☐ Change verified by phone call to number on file (for account changes)

Verified by / date / time

☐ Routing number validated against bank directory

Prenote sent (date)

Effective pay date

- [ ] Confirmation sent to employee's previous and new contact