

I authorize my employer and/or my employer's agent and third-party processors to direct deposit payroll funds into my personal bank account that I have chosen. I understand that this also allows the reversal of funds from my personal bank account if necessary, so long as the reversal is a single entry made in the exact amount of the original payment. (I.e., payroll correction of over payment) I understand that I must give my employer two weeks notice of account changes to avoid error in receiving funds on pay day.

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Bank Name (#1) Account Type – Checking/Savings

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Routing # Account# (include all leading 0's) Amount of Deposit

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Bank Name (#2) Account Type – Checking/Savings

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Routing # Account# (include all leading 0's) Amount of Deposit

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Bank Name (#3) Account Type – Checking/Savings

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Routing # Account# (include all leading 0's) Amount of Deposit

EMPLOYEE NAME (PLEASE PRINT) EMPLOYEE SS#

EMPLOYEE SIGNATURE DATE

Attach a voided check or letter from your financial institution indicating your account number, account type and routing number.

*** If you are depositing net pay into a savings account, you must provide a form/letter from your Financial Institution with the appropriate direct deposit information.**

(DEPOSIT SLIPS ARE NOT ACCEPTABLE AND WILL BE REJECTED.)

**SIGN BELOW IF YOU WISH TO CANEL THIS DIRECT DEPOSIT.
I WISH TO CANCEL MY DIRECT DEPOSIT LISTED ABOVE.**

EMPLOYEE SIGNATURE PRINT NAME DATE