

Direct Deposit Sign-up Form

Your Pay Goes into the Bank. You Don't.

Direct Deposit is Convenient, Safe, Confidential, Reliable and Free. All you have to do is specify where you want to deposit your pay, and Direct Deposit takes care of the rest. Have it all go into one account, or divide your pay among several accounts.

All you need to do is complete the following information:

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on the **Account Information Form**. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in force and effect until Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name

Social Security #

Signature

Date

Account Information Form

You may choose up to three accounts, your last account must be for the remaining amount owed to you.

A. _____
Bank Name

__ Checking __ Savings _____
account number

I wish to deposit \$ _____ or
_____ Entire Amount

B. _____
Bank Name

__ Checking __ Savings _____
account number

I wish to deposit \$ _____ or
_____ Remaining Net Amount

C. _____
Bank Name

__ Checking __ Savings _____
account number

I wish to deposit \$ _____ or
_____ Remaining Net Amount

Attach a voided check for each checking account and /or deposit slip for each savings account designated above and return with this form.

Check below if applicable:

__ Begin Deposit __ Change Information
__ Cancel my direct deposit