

**DIRECT DEPOSIT  
AUTHORIZATION AGREEMENT**

\_\_\_\_\_ New Account(s)

\_\_\_\_\_ Change

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

\_\_\_\_\_ I hereby authorize \_\_\_\_\_ to deposit my NET earnings on all payrolls into my checking and/or savings account as shown below.

\_\_\_\_\_ I currently have direct deposit. Please change my bank, checking and/or savings account number(s) as shown below.

\_\_\_\_\_ I wish to discontinue direct deposit of my net earnings from \_\_\_\_\_ effective immediately.

Account #1

NAME OF BANK \_\_\_\_\_

BRANCH \_\_\_\_\_ CITY \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

% OR AMOUNT OF PAY \_\_\_\_\_ (When pay is split between two or more accounts)

Account #2

NAME OF BANK \_\_\_\_\_

BRANCH \_\_\_\_\_ CITY \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

% OR AMOUNT OF PAY \_\_\_\_\_ (When pay is split between two or more accounts)

This authority is to remain in full force and effect until written notification has been submitted of its termination and sufficient time has allowed for administrative changes. Notwithstanding the foregoing statement, I hereby specifically authorize \_\_\_\_\_ to modify, or if necessary, discontinue this authorization for one or more paychecks in the event a revision of my net earnings is required. I understand a negotiable check may have to be issued to me as a result of this discontinuance and I cannot hold \_\_\_\_\_ liable for any inconvenience or losses that could result from any actions taken by \_\_\_\_\_.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE ATTACH A VOIDED BLANK CHECK OR SAVINGS DEPOSIT**