

## Authorization Agreement for Automatic Payroll Deposits

### Employee Information

Your Name \_\_\_\_\_ Soc. Security # \_\_\_\_\_  
(as it appears on your bank statement)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Financial Institution Information

Financial Institution Name \_\_\_\_\_

Routing/ABA# \_\_\_\_\_ Account# \_\_\_\_\_

Account is a: Checking or Savings Deposit Amount \$ \_\_\_\_\_  
(enter "NET" to deposit your entire paycheck)

Bank Telephone# (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Alternate Deposit Accounts

Alt 1 \_\_\_\_\_  
(Financial Institution name) (phone #)

\_\_\_\_\_  
(Routing #) (Account#) (Chk/Sav) (Deposit Amt) \$ \_\_\_\_\_

Alt 2 \_\_\_\_\_  
(Financial Institution name) (phone #)

\_\_\_\_\_  
(Routing #) (Account#) (Chk/Sav) (Deposit Amt) \$ \_\_\_\_\_

### Authorization

I hereby authorize \_\_\_\_\_ to deposit my payroll earnings into the account(s) listed above and if necessary, debit entries or adjustments for any deposits made in error to my (our) account. This authority is to remain in full force and effect until written notice from me has been received by the company in such a manner as to afford reasonable time to act on it.

Date \_\_\_\_\_ Signature \_\_\_\_\_