

# Authorization for Direct Deposit

I hereby authorize (*insert company name*) \_\_\_\_\_  
to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or  
reverse a deposit for any payroll entry made to my account in error. This authorization will  
remain in effect until I cancel it in writing and in such time as to afford (*insert company  
name*) \_\_\_\_\_ a reasonable opportunity to  
act on it.

**Name on Bank Account:** \_\_\_\_\_

**Bank account #:** \_\_\_\_\_ **Select one:** \_\_\_ Checking \_\_\_ Savings

**Routing # (9 digits):** \_ \_ \_ \_ \_

**Select one:** \_\_\_ Entire paycheck or \_\_\_ Fixed Amount\*: \$ \_\_\_\_\_

**\*Balance of pay to:**

\_\_\_\_\_ Paper check

\_\_\_\_\_ 2<sup>nd</sup> account described below

**\*Note:** *Split payments are not available for contractors.*

**Name on Bank Account:** \_\_\_\_\_

**Bank account #:** \_\_\_\_\_ **Select one:** \_\_\_ Checking \_\_\_ Savings

**Routing # (9 digits):** \_ \_ \_ \_ \_

**Important:** Attach a voided check for each account to which funds are to be deposited.

**Employee/Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_