



HOW TO ENROLL FOR DIRECT DEPOSIT OF PAYROLL

1. Read and fill in the Authorization Agreement.
2. Determine where you want your paycheck deposited. You may have it deposited in any of your existing bank accounts*
3. Provide details concerning your existing bank account.
4. Return the completed Authorization Agreement to your supervisor or personnel department.

YES! Please sign me up for Direct Deposit of Payroll. I authorize my employer to deposit my paycheck each payday directly into the account named below. This authority will remain in force until I have given written notice that I have terminated it or until my employer has notified me that this deposit service has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I authorize my bank to make the appropriate adjustment.

**DIRECT DEPOSIT
OF PAYROLL
AUTHORIZATION AGREEMENT**

Signature _____

Date _____

Name _____

(PLEASE PRINT)

Home Address _____

City _____ State _____ Zip _____

Employer _____

Position _____

Each payday, please deposit my entire net pay into the existing bank account listed below*.

Bank _____

| : _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | :
ABA NUMBER (first nine digits only)

Branch Address _____

Account# _____

Savings or Checking

Money Market Account

- Your AB number appears at the bottom of your checks between the markings indicated above.
- For existing checking account – attach a personal check with the word “VOID” written in large letters in ink across the face of it. Do Not Sign the Check!
- *The bank you specify must be a member of an Automated Clearing House. Yours probably is, but if not, your employer will let you know so that you can make an alternate choice.