

## Payroll Direct Deposit Authorization Form

I authorize you and the Financial Institution named below to automatically deposit my net pay to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it.

Type of Account:		Checking	Savings	
Financial Institution			Name	
Street Address			Social Security Number	r
City	State	ZIP	Signature	Date
	We need a	king Accounts form from you	nd deposit tickets  5 – Staple a Voided Check Here  bank listing their routing number  the routing number and account	•

## Complete the top of this form and return to the Fiscal Department

With Direct Deposit, your pay is automatically deposited into your checking or savings account each payday. Also, deposits can be made to any bank in the United States. There are no checks to deposit, no lines to wait in. Your money is ready and waiting for you on payday. Direct Deposit is the convenient, reliable way to get paid.

To enroll in the Direct Deposit Program, just complete the above authorization form.

- 1. Check the box indicating where you want your pay deposited to your checking or savings account.
- 2. Fill in your account information.
- 3. Sign and date the form.
- 4. Attach a voided check for verification of your account information.
- 5. Return the form to the Fiscal Department.

After your account information has been verified, Direct Deposit will begin. On payday, you will receive an earnings statement showing your gross pay, tax, other deductions, and net amount of your deposit. Your pay will be already in your account and available to you.