**For direct deposit employees, this Authorization Agreement along with a voided check or deposit slip must be received a minimum of 5 banking days before the first direct deposit pay date.**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Customer ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have only one account, simply write 100 next to the % and sign in the first row. You may choose up to 4 accounts into which your net pay is deposited. Please enter either a dollar amount or a percentage for all accounts. If you chose the dollar method, all remaining amounts will be deposited to the first account listed below. If using the percentage method, the total of the percentages must equal 100.**

1. **$\_\_\_\_.\_\_\_\_ or % \_\_\_\_ Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ checking or Savings**

**Routing # \_\_\_\_\_\_\_\_\_\_\_\_ Account# \_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **$\_\_\_\_.\_\_\_\_ or % \_\_\_\_ Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ checking or Savings**

**Routing # \_\_\_\_\_\_\_\_\_\_\_\_ Account# \_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **$\_\_\_\_.\_\_\_\_ or % \_\_\_\_ Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ checking or Savings**

**Routing # \_\_\_\_\_\_\_\_\_\_\_\_ Account# \_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **$\_\_\_\_.\_\_\_\_ or % \_\_\_\_ Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ checking or Savings**

**Routing # \_\_\_\_\_\_\_\_\_\_\_\_ Account# \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please attach a voided check.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**