

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Please read this form carefully and write clearly.

If this a new account, you must:

1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify bank's transit # and your account #.
3. Notify the bank that you are going to set up direct deposit through Payroll.

Please check the action and fill out the form below:

_____ Canceling account. (Complete Item C below.) Do not close an account unless you cancel it through Payroll first.

_____ Direct deposit already set up. Changing \$ amount only. (Complete C through E below.)

_____ A new account. (Complete A through E below.)

_____ A new account to replace a direct deposit already set up. (Complete A through E below.)

Which account are you replacing? _____

A. Bank Name _____

B. Bank TBA# _____

C. Bank Account # _____

D. Checking _____ Savings _____

E. Full Deposit _____ Partial Deposit _____
(\$ Amount per pay period)

Please return a voided check from your checking account or a deposit slip from your savings account to the Payroll Department.

*****Your account will be pre-noted for 10 days after input.*****

I authorize ADP and the bank listed above to deposit my net pay or portion thereof as indicated above into my account each payday.

If funds to which I am not entitled are deposited to my account, I authorize ADP to direct the bank to return said funds.

I understand that my deposit may not be credited to my account for possibly two days after the pay date indicated on the check voucher.

Employee Signature: _____

Name (Printed): _____ Date: _____