| **Direct Deposit** |
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Authorization for Direct Deposit

I authorize <your company name here> to deposit my pay automatically into 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 <your company name here> a reasonable opportunity to act on it.

| Name on bank account:  |  |
| --- | --- |
| Bank account number:  |  | Checking |  | Savings |  |
| Bank routing number: |  |
| Amount: $ |  | Or entire paycheck |  |  |

| **Balance of pay to**:  |
| --- |
| Name on bank account:  |  |
| Bank account number:  |  | Checking |  | Savings |  |
| Bank routing number: |  |
| Amount: $ |  | Or entire paycheck |  |  |

Please attached a voided check for *each* bank account to which funds should be deposited.

| Employee signature:  |  |
| --- | --- |
| Employee *print* name: |  |
| Date:  |  |  |