I hereby authorize       , hereinafter called Company, to initiate Payroll Direct Deposit credit entries to my: [ ]  Personal [ ]  Business (select one) [ ]  Checking [ ]  Savings (select one) account indicated below at the depository financial institution named below, hereafter called Depository, and to credit the same to such account.

Additionally, I hereby authorize Company to initiate debit entries to my account and the Depository to debit the same to such account, in the case where the incorrect payroll amount has been credited to such account in error.

This authority is to remain in full effect until Company or Depository has received written notification from me of its termination in such time and manner as to afford Company or Depository       days to act on the termination request.

|  |  |
| --- | --- |
| Depository Name      | Address      |
| City      | State      | Zip      |

Depository’s Transit Routing Number



Account Number Information



|  |  |
| --- | --- |
| Employee Name      | I.D. No.      |
| Signed | Date      |