

DIRECT DEPOSIT AUTHORIZATION FORM

Submit this completed form to your employer, HR department, or payer.

EMPLOYEE / PAYEE INFORMATION

Full Legal Name: _____

Employee ID / Vendor ID: _____

Last 4 of SSN / EIN: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

TYPE OF AUTHORIZATION

New Authorization (first-time setup)

Change of existing authorization (replaces all prior authorizations)

Cancellation of direct deposit (return to paper check)

BANK ACCOUNT 1

Bank Name: _____

Routing Number (9 digits): _____

Account Number: _____

Account Type: Checking Savings

Deposit Amount:

Entire net pay to this account

Fixed dollar amount of \$ _____ per pay period

_____% of net pay

BANK ACCOUNT 2 (OPTIONAL)

Bank Name: _____

Routing Number (9 digits): _____

Account Number: _____

Account Type: Checking Savings

Deposit Amount:

Fixed dollar amount of \$ _____ per pay period

_____% of net pay

Remainder after Account 1 allocation

BANK ACCOUNT 3 (OPTIONAL)

Bank Name: _____

Routing Number (9 digits): _____

Account Number: _____

Account Type: Checking Savings

Deposit Amount: Fixed \$ _____ _____% of net pay

VOIDED CHECK / BANK LETTER

Attach one of the following for each account listed:

Voided check (preferred)

Direct deposit letter from your bank

Printed deposit slip (only if routing number is the ACH routing number, not internal)

AUTHORIZATION

I authorize _____ [Employer / Payer Name] (the "Payer") to deposit my pay or other compensation by electronic transfer to the bank account(s) listed above. I authorize the Payer's bank to debit the same accounts to correct any erroneous deposits.

This authorization shall remain in full effect until I provide written notice to terminate or modify. I understand that termination requires written notice at least one pay period in advance.

I certify that the account information above is accurate and that I am the owner or authorized signer on the account(s).

Signature: _____ Date: _____

Printed Name: _____

DISCLAIMER: This template is provided for informational purposes only and does not constitute legal advice.