

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

I hereby authorize payroll Company to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same such account.

FINANCIAL INSTITUTION	PHONE	FINANCIAL INSTITUTION	PHONE
<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	% PERCENT OR \$ DOLLAR AMOUNT	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	% PERCENT OR \$ DOLLAR AMOUNT
BANK ABA / ROUTING TRANSIT #		BANK ABA / ROUTING TRANSIT #	
ACCOUNT NUMBER		ACCOUNT NUMBER	
CITY	ST	ZIP	
FINANCIAL INSTITUTION	PHONE	FINANCIAL INSTITUTION	PHONE
<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	% PERCENT OR \$ DOLLAR AMOUNT	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	% PERCENT OR \$ DOLLAR AMOUNT
BANK ABA / ROUTING TRANSIT #		BANK ABA / ROUTING TRANSIT #	
ACCOUNT NUMBER		ACCOUNT NUMBER	
CITY	ST	ZIP	
<i>Instructions: In order to deposit a fixed amount to one account and deposit the balance to another account, write in the fixed dollar amount in one account and write BALANCE in the other account. After this form is received, it takes up to two payroll periods before it is effective. In order to speed this process, please make sure the form is filled out completely, and fax it to the payroll processor at (800) 337-1807.</i>			

**This authorization is to remain in full force and effect until COMPANY has received written notification from me of its termination in time and in such manner as to afford COMPANY AND DEPOSITORY a reasonable opportunity to act on it.**

NAME:	SIGNATURE
SOCIAL SECURITY NUMBER:	PERSONAL EMAIL ADDRESS:
DATE:	EMPLOYER:

For checking account deposits, a copy of a voided check must be attached. DEPOSIT SLIPS ARE NOT ACCEPTABLE.  
 For savings account deposits, a letter or form directly from your bank must be attached. DEPOSIT SLIPS ARE NOT ACCEPTABLE.

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