

Direct Deposit Authorization

EMPLOYEE INFORMATION

Name



Address

City, State, Zip

BANK ACCOUNT INFORMATION

You can deposit your funds into a single or multiple bank accounts. On the form below, please indicate what percentage of funds you'd like to have deposited in each account. If you only add one account, all of your funds will be deposited into that account.

ACCOUNT 1

Bank Name

Account Number

Routing Number

Account Type

Checking account

Savings account

Percentage to Deposit

%

ACCOUNT 2 (Optional)

Bank Name

Account Number

Routing Number

Account Type

Checking account

Savings account

Percentage to Deposit

%

ACCOUNT 3 (Optional)

Bank Name

Account Number

Routing Number

Account Type

Checking account

Savings account

Percentage to Deposit

%

I hereby authorize _____ and my bank(s) to automatically deposit my paycheck into the account(s) listed above (this includes authorization to correct entries made in error). This authorization will remain in effect until I give written notice to cancel it.

Employee's signature

Date

HELPFUL TIPS

- Your bank account number and routing number can be found on your check. See the example below.
- You can also find your bank's routing number online. Try typing the name of your bank and the words "routing number" into Google.

John Doe
1234 N 5678 W
Anywhere, TT 44455

DATE _____

7243

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

International Bank
4321 S 8765 E
Anywhere, TT 44555

MEMO _____ SIGNED _____

⑆0 2 1 2 3 4 5 6 7 8⑆ 00 1 2 3 4 5 6 7 8 9 ⑆ 7 2 4 3

Routing Number **Account Number**