Direct Deposit Authorization Form

Employee Information: Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routing Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Type: Checking / Savings (please select one)

I hereby authorize ###YOUR BUSINESS NAME### to initiate credit entries to my account at the bank indicated above. This authorization is to remain in full force and effect until ###YOUR BUSINESS NAME### has received written notification from me of its termination in such time and manner as to afford ###YOUR BUSINESS NAME### and my bank a reasonable opportunity to act on it.

I acknowledge that it is my responsibility to provide accurate bank account information to ###YOUR BUSINESS NAME### and to promptly notify the CFO of any changes to my account information.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach a voided check or savings account deposit slip to this form for verification purposes.**

For Payroll Use Only: Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation Sent: Yes / No (please select one)

If you have any questions or need assistance, please do not hesitate to contact us at PHONE NUMBER or EMAIL. Thank you for your cooperation.

Note: This Direct Deposit Authorization Form is solely for the purpose of authorizing direct deposit of salary or wages. It is not an offer of employment or an employment contract. Employment at ###YOUR BUSINESS NAME### is at-will, and either the employee or ###YOUR BUSINESS NAME### may terminate the employment relationship at any time, with or without cause and with or without notice.