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**Section 1: General Information**

Employer Company Name: \_\_\_\_\_

Employee/Contractor Name: \_\_\_\_\_

Employee/Contractor Email Address: \_\_\_\_\_

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**Section 2: Bank Information**

Bank Name (1): \_\_\_\_\_

Nine Digit Routing Number (1): \_\_\_\_\_

Bank Account Number (1): \_\_\_\_\_

This is a:     Checking Account     Savings Account

Option 1:     Deposit 100% of Pay to Account (1)

Option 2:     Deposit: \_\_\_\_\_ % or Deposit: \$ \_\_\_\_\_ to Account (1) with remaining balance to Account (2) or a paper check.

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Balance as:     Paper Check     Account (2) as described below

Bank Name (2): \_\_\_\_\_

Nine Digit Routing Number (2): \_\_\_\_\_

Bank Account Number (2): \_\_\_\_\_

This is a:     Checking Account     Savings Account

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**Section 3: Employee/Contractor Authorization For Direct Deposit**

*I hereby authorize my employer company, as listed above, to deposit my pay automatically to the account(s) listed above and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford my employer company a reasonable opportunity to act on it.*

Employee/Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Please attach a voided check for each bank account to which funds should be deposited. Employer should keep original copy for their records.**