

Company Name \_\_\_\_\_

### Direct Deposit Agreement Form

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**Authorization Agreement**

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I hereby authorize Company Name \_\_\_\_\_ to initiate automatic deposits to my account at the financial institution named below. I also authorize Company Name \_\_\_\_\_ to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Company Name \_\_\_\_\_ responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Company Name \_\_\_\_\_ receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

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**Account Information**

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Name of Financial Institution: \_\_\_\_\_

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

Account Number: \_\_\_\_\_  Checking |  Savings

Amount or % for this account \_\_\_\_\_

2<sup>nd</sup> Financial Institution: \_\_\_\_\_ Balance of chk in 2<sup>nd</sup> acct

2<sup>nd</sup> Routing Number \_\_\_\_\_

2<sup>nd</sup> Account Number: \_\_\_\_\_  Checking |  Savings

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**Signature**

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Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check or deposit slip and return this form to the Payroll Department.**