



FOR YOUR FILES ONLY

# Authorization for Direct Deposit - Employee Form

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

**Note: Enter your company name in the blank space above.**

## Account #1

Account #1 Type (Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_

BANK ROUTING # (ABA#) \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

PERCENTAGE OR DOLLAR AMOUNT TO BE DEPOSITED TO THIS ACCOUNT \_\_\_\_\_

## Account #2 (remainder to be deposited to this account)

Account #2 Type (Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_

BANK ROUTING # (ABA#) \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_

DATE \_\_\_\_\_

**This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Do not send this form to QuickBooks Direct Deposit.**

**IMPORTANT - Enter the employee's bank account and routing numbers into QuickBooks. To do this, click the Direct Deposit button on the Payroll and Compensation Info tab for each employee.**