

FAIRBANKS NORTH STAR BOROUGH (FNSB)

AUTHORIZATION TO INITIATE / TERMINATE / CHANGE PAYROLL DIRECT DEPOSITS

Employee Name (Print)	<input type="text"/>	ID#	<input type="text"/>
Department / Division	<input type="text"/>		
Position	<input type="text"/>	Dept. Ext. No.	<input type="text"/>

I hereby authorize FNSB, Payroll Section, to take the following action:

1. **INITIATE** a NEW Payroll Direct Deposit Authorization.
2. **TERMINATE ONLY** the Payroll Direct Deposit authorization for the Financial Institution noted on back of this form.
3. **TERMINATE ALL** Payroll Direct Deposit authorizations and issue me a payroll check.
4. **MAKE CHANGES** to an existing Financial Institution, Account No., etc., as noted on back of this form.

This authority is to remain in full force and effect until I terminate employment with FNSB or upon the FNSB Payroll Division receiving written notification from me in such time and in such manner to afford Wells Fargo and my Financial Institution a reasonable opportunity to act on it.



New Direct Deposit requests and changes to financial institutions or account numbers will not take effect until the second payroll after received by the FNSB Payroll Division of Human Resources.

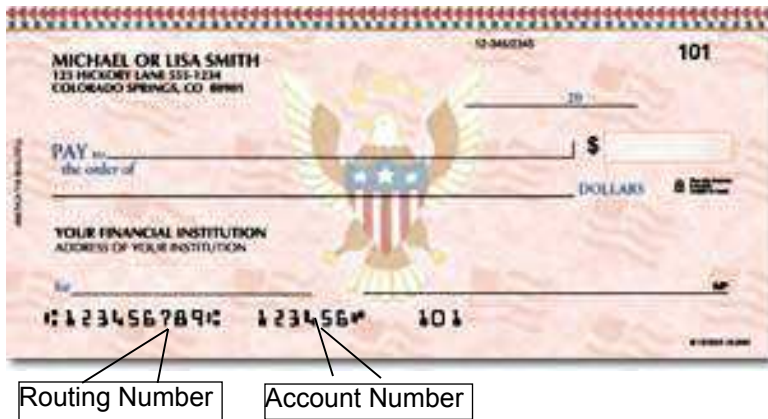
I certify that I have read and understand the back of this form. By signing this agreement, I authorize FNSB to authorize credit entries to the account(s) indicated for payroll purposes. I also authorize FNSB to initiate, if necessary, debit entries and adjustments for any credit entries made in error.

Signature: _____

Date:

Please turn this form over and complete the back as indicated. If you have questions please contact the Payroll Division of Human Resources ext 1372, 1373, or 1377.

Complete the following section(s) OR attach a voided check for each financial institution that shows your transit / routing number and account number. Refer to the example of a check below for location of routing number and full account number. **Do not** attach or use routing number from a **deposit slip**. If requesting direct deposit to multiple accounts, be sure to indicate how much money you want deposited to each account.



The routing number and your account number are located at the bottom of your check starting at the lower left-hand corner. The routing number is the first nine digits. The account number follows.

DIRECT DEPOSIT #1 If you are only having direct deposit to one account then print **ALL** for the amount. If you are having more than one direct deposit then print **REMAINDER** for the \$ amount.)

#999

Financial Institution:	<input type="text"/>	Amount \$ ALL or REMAINDER :	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
Transit / Routing No.:	<input type="text"/>	Account Number:	<input type="text"/>
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings		

DIRECT DEPOSIT #2 (Specify any dollar amount over \$5. Please note that the dollar amount you select here will be per pay period.)

#998

Financial Institution:	<input type="text"/>	Amount \$:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
Transit / Routing No.:	<input type="text"/>	Account Number:	<input type="text"/>
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings		

DIRECT DEPOSIT #3 (Specify any dollar amount over \$5. Please note that the dollar amount you select here will be per pay period.)

#997

Financial Institution:	<input type="text"/>	Amount \$:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
Transit / Routing No.:	<input type="text"/>	Account Number:	<input type="text"/>
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings		