



**DIRECT DEPOSIT  
AUTHORIZATION  
FORM**

Employee Name: \_\_\_\_\_

Store/Department: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Hire Date: \_\_\_\_\_

**ACCOUNT 1 - NET DEPOSIT** Gross pay minus deductions and any partial deposits

**PLEASE CHECK ONE OPTION ONLY:**

- New Set Up    Cancel Deposit    Cancel Deposit & Set Up New Direct Deposit Below

*All New Set Ups will take 2-3 pay periods before deposits start*

\_\_\_\_\_  
Name Of Bank

\_\_\_\_\_  
Bank Phone Number

\_\_\_\_\_  
Routing Transit/ABA Number (9 digits)

\_\_\_\_\_  
Account Number

**PLEASE CHECK ONE:**

- Checking, attach voided check    Savings

**ACCOUNT 2 - PARTIAL DEPOSIT** Flat dollar amount in addition to a net deposit

**PLEASE CHECK ONE OPTION ONLY:**

- New Set Up    Cancel Deposit    Cancel Deposit & Set Up New Direct Deposit Below    Change Partial Deposit Amount

*All New Set Ups will take 2-3 pay periods before deposits start*

\_\_\_\_\_  
Name Of Bank

\_\_\_\_\_  
Routing Transit/ABA Number (9 digits)

\_\_\_\_\_  
Account Number

\$ \_\_\_\_\_  
**Dollar Amount (Partial Deposit)**

**PLEASE CHECK ONE:**

- Checking, attach voided check    Savings

**ACCOUNT 3 - PARTIAL DEPOSIT** Flat dollar amount in addition to a net deposit

**PLEASE CHECK ONE OPTION ONLY:**

- New Set Up    Cancel Deposit    Cancel Deposit & Set Up New Direct Deposit Below    Change Partial Deposit Amount

*All New Set Ups will take 2-3 pay periods before deposits start*

\_\_\_\_\_  
Name Of Bank

\_\_\_\_\_  
Routing Transit/ABA Number (9 digits)

\_\_\_\_\_  
Account Number

\$ \_\_\_\_\_  
**Dollar Amount (Partial Deposit)**

**PLEASE CHECK ONE:**

- Checking, attach voided check    Savings

**PLEASE READ AND SIGN THE BACK OF THIS FORM**

Welcome to Direct Deposit! We're sure you'll enjoy the convenience of having your pay automatically deposit to your account on payday. Whether you are in the office, temporarily assigned to another work site or away on vacation your earned pay will automatically be deposited into your account.

### **GENERAL INFORMATION**

Depending upon when your direct deposit request is received, it may take up to three weeks before your paycheck is deposited for the first time. For this reason, you should always check your pay stub carefully.

Once your application has been processed you will receive a voucher that takes the place of your regular check. The voucher will show your account number(s) and amount(s) deposited to your account and a pay stub showing the computations for your wage deduction.

You may have up to three direct deposit account to a checking or savings account at any bank, savings and loan, credit union or other financial institutions that accepts electronic transfers. You can select a combination one net deposit (gross pay less deductions) and/or two partial deposits.

Depending on your financial institution, the actual day your deposit will be available to you may vary. If a holiday falls on a pay week, your deposit may be delayed until the following Monday (the Federal Reserve does not allow posting on holidays or weekends). Remember that it is your responsibility to verify that funds have been deposited into your account before making withdrawals.

### **CLOSING OR CANCELING DIRECT DEPOSIT(S)**

If you would like to cancel your existing direct deposit(s), you must notify the Payroll Department prior to closing the account by completing another Direct Deposit Authorization Form. When closing an account, it is recommended that you leave \$1.00 in the account in case a direct deposit is in progress. If you close your account before notifying the Payroll Department, your direct deposit may reject and it can take up to three weeks to reprocess your paycheck. The Payroll Department must receive the rejected funds back from your bank before replacement of wages can be processed.

### **DIRECT DEPOSIT AGREEMENT**

My signature below authorizes the company to initiate direct deposit and/or corrections to my financial institution listed on the reverse side of this form.

- I agree to return the company any amount that is erroneously deposited.
- I understand that it is my responsibility to inform the Payroll Department in writing immediately if I close my account(s), and failure to do so may delay my paycheck up to 3 weeks while it is being processed.
- I understand that it is my responsibility to verify that my funds have been deposited before making withdrawals on payday.
- I am aware that during holiday weeks direct deposit may be delayed until the following Monday, the Federal Reserve does not allow weekend or holiday postings.
- I also understand that the company reserves the right to cancel my direct deposit at any time.

This authorization is to remain in full force and in effect until I revoke it, or upon termination of my employment.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_