



Authorization For Electronic Direct Deposit of Payroll

I hereby authorize Sullivan and Cogliano to initiate deposits and/or corrections to the previous credits to the financial institution indicated below. The financial institution is authorized to credit and/or correct the amounts to my account. This authorization remains in full effect until I revoke it by giving written notice 10 days in advance.

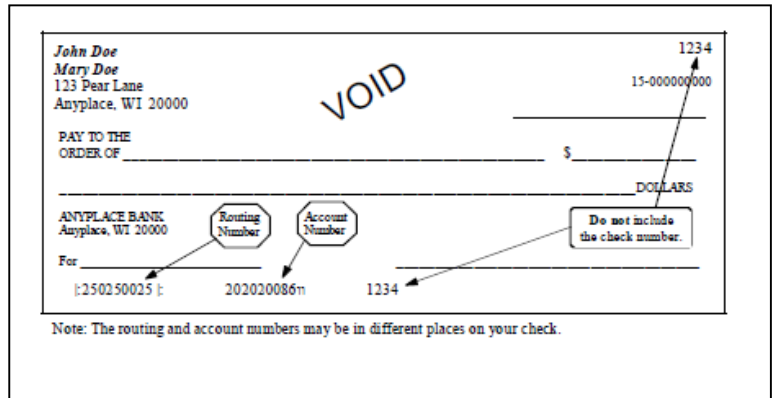
EMPLOYEE INFORMATION

First Name Last Name

Street Address

City State Zip Code

Telephone Number



BANK INFORMATION

Bank or Credit Union Name

Street Address

City State Zip Code

Telephone Number

Account Number (see sample above) *

Routing # (ABA #) (see sample above) *

** the Account and Routing numbers MUST be 100% accurate – please double check*

I hereby acknowledge that I will verify with my bank that the funds have been deposited to my account before writing checks against these funds. I, therefore, indemnify and hold Sullivan and Cogliano harmless for any charges against my account for overdraft and/or insufficient funds. I understand that funds are available on Thursdays and deposit funds could be delayed in holiday weeks.

Employee's Signature

Date

If any questions with this form, please call or email:
Donna Fallon
Phone: 781-890-7890 x111
Email: Donna.Fallon@sullivancogliano.com

WE WILL PROCESS THE DIRECT DEPOSIT FORM ONCE WE RECEIVE ALL REQUIRED PAPERWORK.
Your payroll will be sent to you via mail in the meantime.