

# AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSITS

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YOU MUST COMPLETE A SEPARATE FORM FOR EACH ACCOUNT YOU ARE ADDING OR CHANGING

## IF THIS IS A NEW ACCOUNT:

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm the bank accepts direct deposits and verify the transit routing and account numbers.
3. For savings accounts you **MUST** confirm the transit routing number with your bank.
4. Notify the bank that you are going to set up direct deposit through payroll

## PLEASE CHECK THE APPROPRIATE BOX AND COMPLETE:

- Canceling account (item C below). **PAYROLL MUST CANCEL DIRECT DEPOSIT BEFORE YOU CANCEL ACCOUNT.**
  - Direct deposit already set up, changing dollar amount only (C through E below).
  - A new account (A through E below).
  - A new account to replace an existing direct deposit (A through E below)  
Account number you are replacing (REQUIRED)
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A. Bank Name \_\_\_\_\_

B. Bank Transit Routing Number

C. Bank Account Number

D. Checking  Savings

E. Full Deposit

PLEASE RETURN THIS FORM TO THE PAYROLL DEPARTMENT WITH A VOIDED CHECK FOR CHECKING, OR A DEPOSIT SLIP FOR SAVINGS ACCOUNT.

### **Each New Account Will Go Through a Pre-note Process That Will Take One Payroll Period**

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- I authorize Arizona Snowbowl and the bank listed above to deposit my net pay or portion thereof as indicated into my account(s) each pay date.
- **If funds to which I am not entitled are deposited to my account, I authorize Arizona Snowbowl to direct the bank to return said funds to Arizona Snowbowl.**
- I understand that my deposit may not be credited to my account until 5:00 pm on the pay date indicated on the check voucher.

EMPLOYEE NAME (print): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_