



AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSITS

Direct Deposit:

You can choose up to 2 different accounts to deposit your paycheck into. **PLEASE INCLUDE A COPY OF A VOIDED CHECK** and return this form to your HR Specialist at MEP Services.

Changing Direct Deposit Accounts:

Please give MEP Services a minimum of 3 weeks notice when changing account information. If an account is closed after payroll has been processed you will need to re-open the account to accept the funds.

Direct Deposit Opt-Out:

If you do not sign up for a direct deposit account, MEP Services will be mailing you a paycard. You will be able to use this card like a debit card, we will re-load it every payday with your wages. You can withdraw your money at ATM's, use the card for purchases like a debit card, check your balances online and via the phone, and write checks from the account. When you receive your paycard there will be details included on how to use it.

Employee Name:	Academy:
Deposit #1	
Bank Name	Bank Phone Number:
Routing Number:	Account Number:
Deposit Amount:	Savings: <input type="checkbox"/> or Checking: <input type="checkbox"/>
Deposit #2	
Bank Name	Bank Phone Number:
Routing Number:	Account Number:
Deposit Amount:	Savings: <input type="checkbox"/> or Checking: <input type="checkbox"/>

Authorization:

I hereby authorize MEP Services to deposit my payroll earnings into the account(s) listed above, and if necessary, debit entries or adjustments for any deposits made in error to my (our) account. This authority is to remain in full force and effect until written notice from me has been received by the company in such a manner as to afford reasonable time to act on it.

Signature: _____ **Date:** _____