

**SEND US YOUR DIRECT DEPOSIT AUTHORIZATION FORM TODAY TO AVOID COMMISSION DELAYS!  
ALL SAVOY ASSOCIATES ISSUED COMMISSIONS ARE PAID VIA DIRECT DEPOSIT.**

**Savoy Associates pays all broker commissions via direct deposit and provides online access to your commission statements.**

*Please complete your Direct Deposit Authorization Form as soon as possible to begin receiving your commissions via direct deposit. This form must be completed and received by the 15th of the month prior to the next monthly commission payment.*

To initiate your direct deposit, please submit your completed Direct Deposit Authorization Form, and a copy of a voided check via fax or email to:

**Savoy Associates  
Finance Department  
25B Hanover Road, Suite 220  
Florham Park, NJ 07932  
Fax: 973.377.6887  
Email: [ChristinaSavoy@savoyassociates.com](mailto:ChristinaSavoy@savoyassociates.com)**

**Login to My Savoy:** Once your Direct Deposit Authorization Form has been processed, you will receive via email your login ID and password for accessing your online commission statements. This new functionality will be accessible by clicking the My Savoy link in the main navigation bar on [www.savoyassociates.com](http://www.savoyassociates.com). From there, you will be prompted to enter a login ID and password. Once logged in, you can view your statements online or export them to Excel for further analysis. There will also be an area for viewing agency profile information, including all your current licenses and appointments through Savoy Associates.

If you have any questions, please contact Savoy Associates' Finance Department via email [ChristinaSavoy@savoyassociates.com](mailto:ChristinaSavoy@savoyassociates.com), or 973-377-2220 ext. 106.

the power is in our people

One Penn Plaza, 17th Floor, Suite 1706, New York, NY 10119  
25B Hanover Road, Suite 220, Florham Park, NJ 07932  
4 AAA Drive, Suite 205, Hamilton, NJ 08691  
150 N. Radnor Chester Road, Suite F200, Radnor, PA 19087  
200 Continental Drive, Suite 209, Newark, DE 19713

Phone 212.616.7090  
Phone 973.377.2220  
Phone 609.584.8112  
Phone 610.977.2424  
Phone 302.658.8770

Fax 212.616.7091  
Fax 973.377.6887  
Fax 609.584.8142  
Fax 610.977.0840  
Fax 302.658.8779

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[www.savoyassociates.com](http://www.savoyassociates.com)



# DIRECT DEPOSIT AUTHORIZATION FORM

DIRECT DEPOSIT AUTHORIZATION FORM

Savoy Associates requires direct deposit for broker commissions received from Savoy Associates and offers online access to your commission statements.

Please complete this form and include all of the following required information; otherwise, the form will be returned to you and your electronic funds deposit (i.e. commissions) will be delayed. This form must be completed and received by the 15th of the month prior to the next monthly commission payment.

- **Voided Check:** Please include a copy of a voided check.
- **Nine-Digit Routing/ABA Number:** Please verify with the financial institution to be used for the direct deposit of your commission funds that you have the correct nine-digit Routing/ABA number.
- **Current/Active Email Address:** Please note that your current email address is required to receive monthly commission payments and statements as your login ID and password for accessing your online commission statements will be forwarded to you via email.

Please remember to print clearly. Thank you.

## Section 1: Producer Information

Producer Name		
Check Name		
Producer Address		
Street		
City	State	Zip
Producer Phone #		
REQUIRED Producer Email		

## Section 2: Account Information (Type of Request: Add or Change)

Depository Name		
Phone #		
City	State	Zip
Routing/ABA #	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Acct #

### Authorization Agreement for Automatic Deposits

I hereby authorize Savoy Associates, hereinafter called COMPANY, to initiate credit entries to my (our) checking/savings account(s) indicated above and the depository named above, hereinafter called DEPOSITORY, to credit the same account. I agree to be paid by Electronic Fund Transfer (EFT).

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Title if signing on behalf of an agency)

Please submit your completed form and voided check via fax or email:

Savoy Associates, Finance Department (25B Hanover Road, Suite 220, Florham Park, NJ 07932)

Fax: 973-377-6887 Email: [ChristinaSavoy@savoyassociates.com](mailto:ChristinaSavoy@savoyassociates.com)

PLEASE NOTE: Your Direct Deposit Authorization Form and account information must be received by the 15th of the month prior to the next monthly commission payment. Commission payments are transmitted on the last day of each month, unless the last day of the month falls on a Saturday, Sunday or Bank Holiday. In these instances, commission funds will be transmitted on the next business day following the last day of the month. Funds are available in your account at the discretion of your banking institution.

Once your Direct Deposit Authorization Form has been processed, you will receive via email your login ID and password for accessing your online commission statements. Please call the Finance Department at 973-377-2220, ext. 106 with any questions regarding this form.

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