



2400 East Commercial Boulevard ♦ Suite 420 ♦ Fort Lauderdale, Florida 33308  
Tel: (954) 493-8040 ♦ Fax: (954) 493-8844

### Direct Deposit Payroll Authorization Form

I authorize you to deposit my net pay automatically to my account(s) specified below each payday by initiating credit entries to my account electronically or by any other commercially accepted method, and I authorize the financial institution named below to credit the same to my account. If funds to which I am not entitled are deposited to my account, I authorize you to direct the financial institution to return said funds by any such method and I authorize the financial institution to debit the same to my account. This authority will remain in effect until you have received written notice from me of its cancellation in such time and manner as to afford you and the financial institution a reasonable opportunity to act on it.

**\*REQUIRED: SUBMIT A VOIDED CHECK or BANK VERIFICATION WITH THIS FORM.**

NOTE: IF THIS IS A CHANGE, PLEASE BE SPECIFIC ON THE COMMENTS SECTION BELOW.

<b>Employee Name:</b> PLEASE PRINT _____	<b>Social Security Number:</b> _____
<b>Financial Institution:</b> _____	<b>Address:</b> _____ _____
<b>Phone #:</b> _____	
<b>Account Number:</b> _____	<b>Routing Number:</b> _____
<b>Select One:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Is this a Full Deposit</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Partial Deposit / Amount \$</b> _____
<b>2<sup>nd</sup> Financial Institution (Optional):</b> _____	<b>Address:</b> _____ _____
<b>Phone #:</b> _____	
<b>Account Number:</b> _____	<b>Routing Number:</b> _____
<b>Select One:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Is this a Full Deposit</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Partial Deposit / Amount \$</b> _____
<b>COMMENTS:</b>   	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SAMPLE CHECK

**JOHN DOE**  
**JANE DOE**  
123 MAIN ST. PH. (555) 555-5555  
HOMETOWN, OH 55555-5555

9-10/17/00  
2023/16/20

**2014**  
DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

**B** Your Bank, NA  
Hometown, OH

MEMO \_\_\_\_\_

⑆012345678⑆ 1234567⑆ 2014

Routing Transit Number    Account Number    Check Number

The bank Routing Transit Number (ABA/TR#) is always 9 digits.