

Instructions for completing the Direct Deposit Authorization

1. Complete this form for any direct deposit action (e.g. new account, change amount, or cancel account).
2. Print neatly all requested information in ink. If the Direct Deposit form is not legible it will be returned.
3. Wages can be credited to any bank, credit union or other financial institution that is a member of the National Automated Clearing House Association (NACHA). Check with your financial institution to confirm that it is a member.
4. Select your direct deposit options.
5. To ensure accuracy of information please verify the routing number with your financial institution. Failure to do this could result in a delay or error of your wages being posted to your correct accounts.
6. If your last name on the bank account(s) you are using for Direct Deposit is not the same last name that appears on your current paycheck, you must alert your bank, or you must initiate the appropriate change.
7. Attach a voided blank check for each checking account or deposit slip for each savings account for information verification.
8. Send completed form and attachments to your local payroll department.
9. It is always a good idea to call your bank when a recent change has occurred to verify that your payroll amount has been credited to your account.
10. Please be aware that if you have selected Option 2, and you don't have enough funds to cover the requested deposit amount, the available funds will flow to your net pay account. Your net pay account could be a checking or savings, depending on what you have selected. It is your responsibility to fund skipped account(s) by alternate means if this occurs.

Jane A. Doe 1000 Main St. Southfield, MI 48033	2840	Date _____
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
MEMO _____	_____	DOLLARS
123456789	11484620040	2840

Routing No.

Account No.