

DIRECT DEPOSIT AUTHORIZATION FORM

New Enrollment Change Cancel

Company Name

Date

Employee Name

Social Security Number

Name of Bank Depository

Branch

A/C ID#	*TRANSIT ROUTING NUMBER	*YOUR ACCOUNT NUMBER	AMOUNT TO DEPOSIT	CHECKING	SAVINGS
1			FULL NET OR BALANCE OF NET		
2					
3					
4					

OPTIONS

The following direct deposit options are available for each employee:

- 100% of the net check may be deposited into a checking or savings account.
- You may assign a flat amount or percentage to be deposited to a combination of accounts (total not to exceed 100%).
- You may assign a flat amount or percentage to be deposited to a combination of accounts and leave the remaining portion of your pay as an actual negotiable paycheck.

IMPORTANT

- Please contact your bank to get the correct transit and account number. The number on your check may not be correct.*
- By law, a "test" (pre-note) will be processed with the first payroll following receipt of your authorization form by CPE HR. This processing period takes approximately one to two pay periods before your direct deposit will be active for all new and/or changed accounts. This ensures your direct deposit is credited to the proper account.
- You may send CPE HR a printed copy of this form along with a voided blank check to validate account information.
- Funds will be direct deposited into your bank account by the end of the banking business day on payday once the pre-note has been approved.

I hereby authorize CPE HR to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated above. I also authorize the depository named above, to credit and debit the same entries to such account(s). I agree to notify CPE HR and coordinate with the depository in the event of a bank merger, acquisition or other change of business status. I understand that failure to make timely notification may result in the rejection of my direct deposit. I also authorize this direct deposit to remain in full-force and effect until CPE HR has received written notification from me to change or terminate it.

Employee Signature

Date