

Direct Deposit

Authorization for Direct Deposit

I authorize <your company name here> to deposit my pay automatically into the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford <your company name here> a reasonable opportunity to act on it.

Name on bank account: _____
Bank account number: _____ Checking _____ Savings _____
Bank routing number: _____
Amount: \$ _____ Or entire paycheck _____

Balance of pay to:

Name on bank account: _____
Bank account number: _____ Checking _____ Savings _____
Bank routing number: _____
Amount: \$ _____ Or entire paycheck _____

Please attached a voided check for *each* bank account to which funds should be deposited.

Employee signature: _____
Employee *print* name: _____
Date: _____