Employee Authorization Agreement for Automatic Direct Deposits

If you are changing an existing account, check the box(es) that apply and complete the appropriate items. If you are setting up a new account:

- The account must be established and active at your bank before you request direct deposit.
- Confirm the bank accepts direct deposit and verify the routing and account numbers.
- For savings accounts, you MUST confirm the transit routing number with your bank.
- Notify the bank that you are going to set up direct deposit through payroll.

□ Add Account □ Change account distribution □ Cancel account

Account: □ Checking □ Savings

Bank Name: _____

Routing Number: _____

Account Number: _____

Percent: _____%

I authorize my employer and the bank(s) listed above to deposit my net pay or portion thereof as indicated into my account each payday.

If funds to which I am not entitled are deposited into my account, I authorize my employer to direct the bank to return said funds to my employer.

I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.

I understand that new direct deposit accounts may take up to two payroll cycles to become active.

_____ _____ _____

Signature Social Security # Date

Submit

4545 East Bacon Road • Hillsdale, Michigan 49242 • Phone: 517.523.3616 • Fax: 517.523.3331