



Authorization Agreement for Automatic Direct Deposit

You **must** complete a separate form for each account you are adding or changing.

If this is a new account:

1. The account must be established and active at your bank before you can request direct deposit.
2. You must confirm with the bank that they accept direct deposits and verify the transit routing and account numbers.
3. You must confirm the transit routing number with your bank if it is a savings account.
4. You must notify the bank that you are going to set up direct deposit through payroll.

Please check the appropriate circle and complete:

- Canceling account (fill in A and C below)-Payroll **must** cancel direct deposit **before** you cancel the account.
- Direct deposit already setup, changing dollar amount only (fill in C-E below.)
- A new account (fill in A-E below)
- A new account to replace an existing direct deposit (fill in A-E below for new account.) Account number you are replacing: \_\_\_\_\_

A. Bank Name: \_\_\_\_\_

B. Bank Transit Routing Number: \_\_\_\_\_

C. Bank Account Number: \_\_\_\_\_

D. Checking:  Savings:

E. Full Deposit:

Please return to payroll with a **VOIDED CHECK FOR CHECKING** accounts or a **DEPOSIT SLIP FOR SAVINGS** accounts. Each new account will go through a pre-note process that may take one payroll period.

- I authorize Action Resources International and the bank listed above to deposit my net pay as indicated in my account each pay date.
- If funds to which I am not entitled are deposit to my account, I authorize Action Resources International to direct the bank to return said funds to Action Resources International.
- I understand that my deposit may not be credited to my account until 5:00pm on the pay date indicated on the check voucher.

Employee signature: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_