

## Direct Deposit Request

### DIRECT DEPOSIT AUTHORIZATION

#### Section 1 - TRANSACTION TYPE

Check the applicable transaction and complete the sections indicated

- |   |  |
|---|--|
| <input type="checkbox"/> New direct deposit setup     | {  |
| <input type="checkbox"/> Change financial institution | { Complete Sections 2 and 3                |
| <input type="checkbox"/> Change account number        | { Financial institution complete Section 4 |
| <input type="checkbox"/> Change account type          | {  |
| <input type="checkbox"/> Cancellation                 | { Complete Sections 2 and 5                |

#### Section 2 - PAYEE IDENTIFICATION

Employee Social Security Number or Federal Employer's Identification (FEI) Number	
Payee name	Division name
Address	
City, State ZIP	Phone (with area code)

#### Section 3 - AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Company name	Company ID number
I (we) hereby authorize _____, herein called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) <input type="checkbox"/> Checking <input type="checkbox"/> Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.	
Depository Name	Branch
City, State ZIP	
Transit/ABA #	Account #
This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.	
Name(s)	ID Number
Date	
Signed <b>X</b>	Signed <b>X</b>
***Please attach a voided check***	

**Section 4 - FINANCIAL INSTITUTION**

<b>Name</b>	
<b>Address</b>	
<b>City, State ZIP</b>	
<b>Routing transit number:</b>	
<b>Customer account number:</b>	
<b>Type of account</b> <input type="checkbox"/> <b>Checking</b> <input type="checkbox"/> <b>Savings</b>	

**Section 5 - CANCELLATION**

<b>Cancellation</b> I cancel the authorization to deposit to my account by electronic transfer any payments being owed to me.	
<b>Signed X</b>	<b>Date</b>