

# **PAYROLL DIRECT DEPOSIT AUTHORIZATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEPT. \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**\*\*\*CHECKING ACCOUNT – MUST HAVE VOIDED CHECK\*\*\***

**\*\*\*SAVINGS ACCOUNT- MUST HAVE PROOF OF ACCOUNT NUMBER AND  
ROUTING NUMBER\*\*\***

**\*\*\*DIRECT DEPOSITS WILL NOT BE PROCESSED WITHOUT  
THE PROPER DOCUMENTATION LISTED ABOVE\*\*\***

**BANK NAME** \_\_\_\_\_

ROUTING ACCOUNT  
NUMBER (ABA) \_\_\_\_\_ NUMBER \_\_\_\_\_

NEW \_\_\_\_\_ CHANGE \_\_\_\_\_ CANCEL \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

DEPOSIT MY ENTIRE NET PAY \_\_\_\_\_ OR DEDUCT \$ \_\_\_\_\_ EACH PAY PERIOD

\_\_\_\_\_

**BANK NAME** \_\_\_\_\_

ROUTING ACCOUNT  
NUMBER (ABA) \_\_\_\_\_ NUMBER \_\_\_\_\_

NEW \_\_\_\_\_ CHANGE \_\_\_\_\_ CANCEL \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

DEPOSIT MY ENTIRE NET PAY \_\_\_\_\_ OR DEDUCT \$ \_\_\_\_\_ EACH PAY PERIOD