

- New
- Stop
- Change



Authorization of Automatic Deposit of Paycheck

Employee Name (Please Print)

Employee Number

I am hereby notifying you to deposit my paycheck to the following bank each payday:

Deposit with: _____
Name of Bank

Bank Location

Checking Account Number _____ (Check One) "All"
 Dollar Amount _____
(In Dollars & Cents)

Savings Account Number _____ (Check One) "All"
 Dollar Amount _____
(In Dollars & Cents)

I understand that accidental over-payments will be called to my attention and adjusted on a future check. Attached is a voided check for the account listed above to verify the information.

Employee Signature: _____ Date _____

****Note:** Please note that Automatic Deposit takes **two pay periods to become effective.**

Attach Voided Check or Deposit Slip Here