

Direct Deposit Authorization

Full Legal Name: _____

Bank Name: _____

Account Number: _____

Routing Number: _____

1. Check the appropriate item:

_____ **Direct Deposit**

I hereby request and authorize the entire amount of my paycheck each pay period to be deposited directly into the bank account listed above.

_____ **Direct payroll deduction deposit**

I hereby request and authorize the sum of _____ dollars (\$ _____) be deducted from my paycheck each pay period and deposited into the bank account listed above.

2. Please attach a copy of a voided check.

Employee Signature, Date

Print Name