AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSITS

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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 request direct deposit.
2. Confirm the bank accepts direct deposits and verify the transit routing and account numbers.
3. For savings accounts, you MUST confirm the transit routing number with your bank.
4. Notify the bank that you are going to set up direct deposit through payroll.

Please check the appropriate box and complete:

☐ Canceling account (item C below). Payroll must cancel direct deposits BEFORE you cancel your account.
☐ Direct deposit already set up, changing dollar amount only (C through E below).
☐ A new account (A through E below).
☐ A new account to replace an existing direct deposit (A through E below).
Account number you are replacing (REQUIRED)_____

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A. Bank Name:_____

B. Bank Transit Routing Number:

C. Bank Account Number:

D. Checking ☐ Savings ☐

E. Full Deposit ☐ Partial Deposit (amount per pay date) $_____

Please return to the Payroll Dept. with a voided check for checking, or a deposit slip for savings accounts.

Each new account will go through a pre-note process that will take one payroll period.

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- I authorize ADP and the bank listed above to deposit my net pay or portion thereof as indicated into my account each payday.
- If funds to which I am not entitled are deposited to my account, I authorize ADP to direct the bank to return said funds to ADP.
- I understand that my deposit may not be credited to my account until 5:00 PM on the payday indicated on the check voucher.

Associate Name (PRINT):_____
Associate Signature:_____
Social Security # (REQUIRED):_____
Date: _____