

## Authorization for Direct Deposits - Employee Form

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

**NOTE:** Enter your company name in the blank space above.

### Account #1

Deposit (amount or %) \_\_\_\_\_

ACCOUNT TYPE (e.g. Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_

BRANCH \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

BANK ROUTING NUMBER (ABA#) \_\_\_\_\_

### Account #2

Deposit (amount or %) \_\_\_\_\_

ACCOUNT TYPE (e.g. Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_

BRANCH \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

BANK ROUTING NUMBER (ABA#) \_\_\_\_\_

**This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
EMPLOYEE ID #

\_\_\_\_\_  
DATE

**IMPORTANT:** Enter the employee's bank account and routing numbers into QuickBooks. To do this, click the Direct Deposit button on the Payroll and Compensation Info tab for each employee. This document must be signed by employees requesting automatic deposit of paychecks, and retained on file by the *employer*