DIRECT DEPOSIT AUTHORIZATION

Date: _____ Employee: _____ Employee #: _____

Employees should use this form to receive their paycheck by direct deposit (as opposed to a physical check). The employee may choose to have 100% of their net pay deposited into an account at the bank of their choice by indicating "**ENTIRE**." Alternatively, an election may be made to split up the distribution with specific dollar amounts, as indicated below. If more than one choice is made for specific dollar amounts, please indicate which account should then receive the "remainder" of available net pay.

BANK INFORMATION	ROUTING NUMBER	ACCOUNT NUMBER	INDICATE WHETHER CHECKING OR SAVINGS ACCOUNT	AMOUNT
Name:				**$**
Name:				**$**
Name:				**$**
Name:				**$**
Name:				**$**
Name:				**$**

_____ _____

Employee Signature **Date** **Payroll Department** **Date**

Updated 10/1/2024