

# Direct Deposit Authorization Form

Work-Site Employer: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Employee Name: \_\_\_\_\_

I hereby authorize Pay-Tech, Inc. to deposit my pay directly into the bank account(s) listed below. I have attached a voided check for my checking account and/or deposit slip for my savings account so bank transit and account numbers can be verified.

Upon notification, I authorize Pay-Tech to correct any erroneous payment or overpayment to my account(s) by withdrawing funds in the amount of the excess payment.

This authorization remains in effect until Pay-Tech, Inc. has received written authorization from me of its termination or change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: You can put a set amount or the whole check to a specific account. For every account setup on direct deposit a voided check is a must to process.

## Financial Institution/Account Number(s):

Account 1. \_\_\_\_\_ Checking  Savings  Amount Deposited: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account 2. \_\_\_\_\_ Checking  Savings  Amount Deposited: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account 3. \_\_\_\_\_ Checking  Savings  Amount Deposited: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account 4. \_\_\_\_\_ Checking  Savings  Amount Deposited: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Note: In case of direct deposits to joint accounts that both account holders sign checks or authorize payments, other account holder must indicate his/her agreement with the above term and the employee's direct deposit authorization by signing below.

Name of Joint Account Holder: \_\_\_\_\_

Signature of Joint Account Holder: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACH VOIDED CHECK (s) HERE:

# VOIDED CHECK(s)