

# Authorization for Direct Deposits

## FOR YOUR FILES ONLY

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

Account # 1 Type (e.g. Checking, Savings, Loan...) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
BANK ROUTING # (ABA#) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

### Account #2

Account # 2 Type (e.g. Checking, Savings, Loan...) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
BANK ROUTING # (ABA#) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

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 \_\_\_\_\_

**This document must be signed by employees requesting automatic deposit of paychecks, and retained on file by the employer. Do not send this form to the QuickBooks Payroll Services.**