

# DIRECT DEPOSIT AUTHORIZATION

Please print and complete ALL the information below.

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The diagram shows a check with the following details:

- Payor: John Jones, 124 Main Street, Anywhere, MA 02345
- Date: \_\_\_\_\_
- Pay to the order of: \_\_\_\_\_
- Amount: \$ \_\_\_\_\_ Dollars
- Routing Number: 123456789 (labeled "9 digit Routing Number")
- Account Number: 1234567891011 (labeled "Account Number (1-17 digits)")
- Check Number: 0259 (labeled "Check Number (do not include)")

The word "EXAMPLE" is written across the center of the check.

Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

9-Digit Routing #: \_\_\_\_\_

Amount: ☐ \$ \_\_\_\_\_ ☐ \_\_\_\_\_ % or ☐ Entire Paycheck

Type of Account: ☐ Checking ☐ Savings (Check One)

*Attach a voided check for each bank account to which funds should be deposited (if necessary)*

\_\_\_\_\_[Company Name] is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee's Signature: \_\_\_\_\_

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

