

Employee direct deposit authorization

Attention		
Employee name	Company name	Client name
Requested by	Submission date	Client fax
Account type		
Bank account information		
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> New	Account information: please check account #'s to ensure accuracy	
<input type="checkbox"/> Checking	Transit #	
<input type="checkbox"/> Savings	Account #	
<input type="checkbox"/> % Amount <input type="checkbox"/> \$ Amount	Note amount	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> New	Account information: please check account #'s to ensure accuracy	
<input type="checkbox"/> Checking	Transit #	
<input type="checkbox"/> Savings	Account #	
<input type="checkbox"/> % Amount <input type="checkbox"/> \$ Amount	Note amount	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> New	Account information: please check account #'s to ensure accuracy	
<input type="checkbox"/> Checking	Transit #	
<input type="checkbox"/> Savings	Account #	
<input type="checkbox"/> Net	Note: entire net pay balance will be deposited to this account	
Please use this as reference for obtaining your correct account information.		Write void across check and attach here or as a separate page
I, _____ hereby authorize _____ hereinafter, called "company", to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account(s) indicated above and the depository named below, hereinafter called depository, to credit and/or debit the same to such account. This Authority is to remain in full force and effect until company has received written notification from me of its termination in such time and in such manner as to afford company and depository a reasonable opportunity to act on it. I also acknowledge that direct deposit is not guaranteed and will take no less than 10 business days from my next check date to begin due to the ACH pre-note test file required.		
Signed (Employee)		Date
Signed (Depositor)		Date
Below is reserved for Sage use only.		
Date Entered		By