



2400 East Commercial Boulevard ♦ Suite 614 ♦ Fort Lauderdale, Florida 33308
Tel: (954) 493-8040 ♦ Fax: (954) 493-8844

Direct Deposit Payroll Authorization Form

I authorize you to deposit my net pay automatically to my account(s) specified below each payday by initiating credit entries to my account electronically or by any other commercially accepted method, and I authorize the financial institution named below to credit the same to my account. If funds to which I am not entitled are deposited to my account, I authorize you to direct the financial institution to return said funds by any such method and I authorize the financial institution to debit the same to my account. This authority will remain in effect until you have received written notice from me of its cancellation in such time and manner as to afford you and the financial institution a reasonable opportunity to act on it.

***REQUIRED: SUBMIT A VOIDED CHECK or BANK VERIFICATION WITH THIS FORM.**

NOTE: IF THIS IS A CHANGE, PLEASE BE SPECIFIC ON THE COMMENTS SECTION BELOW.

Employee Name: <small>PLEASE PRINT</small> _____ _____	Social Security Number: _____ _____
Financial Institution: _____ _____	Address: _____ _____
Phone #: _____	
Account Number: _____ _____	Routing Number: _____ _____
Select One: Checking Savings	Is this a Full Deposit Yes No Partial Deposit / Amount \$ _____
2nd Financial Institution (Optional): _____ _____	Address: _____ _____
Phone #: _____	
Account Number: _____ _____	Routing Number: _____ _____
Select One: Checking Savings	Is this a Full Deposit Yes No Partial Deposit / Amount \$ _____
COMMENTS: _____ _____ _____	

Signature

Date

SAMPLE CHECK

JOHN DOE
JANE DOE
123 MAIN ST. PH (555) 555-5555
HOMETOWN, OH 55555-5555

9-12/125
20231425

2014

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

B **Your Bank, NA**
Hometown, OH

MEMO _____

⑆012345678⑆ 1234567⑆ 2014

Routing Transit Number Account Number Check Number

The bank Routing Transit Number (ABA/TR#) is always 9 digits.