## **DIRECT DEPOSIT AUTHORIZATION FORM**





Last Name	First Name MI
Social Security Number	Work Phone
Action E	ffective Date  Month  Day  Year
Name of Financial Institution	
Account Number	Type of Account Checking Savings
Routing Transit Number	(All 9 boxes must be filled. The first two numbers must be 01 through 12 or 21 through 32.)  Self Joint Other
By signing this agreement, I authorize to initiate credit entries to the account indicated above for the purpose of expense and/or payroll.  I also authorize to initiate, if necessary, debit entries and adjustments for any credit entries made in error.	
Signature	Date
If the account is a joint account or in someone else's name, that individual must also agree to the terms stated above by signing below.	
Signature	Date
HOW TO COMPLETE THIS FORM	
<ol> <li>Fill in all boxes above.</li> <li>Sign and date the form.</li> </ol>	
Call your financial institution to make sure they will accept direct deposits.	JOHN PUBLIC 1234 123 Main Street Your Town, FL 12345
Verify your account number and routing transit number with your financial institution	PAY TO THE ORDER OF \$
Do not use a deposit slip to verify the routing number.	Your Town Bank Your Town, FL 12345 For
Douting Transit Number	

(250000005): 1(234556789022)

Account Number