

Direct Deposit Authorization Form  
DIRECT DEPOSIT AUTHORIZATION AGREEMENT

This is an agreement between \_\_\_\_\_ [COMPANY] and  
\_\_\_\_\_  
(Printed Name) [RECIPIENT]

This agreement is to:

- Authorize Direct Deposit to the RECIPIENT'S Checking or Savings Account
- Change the RECIPIENT'S Direct Deposit Account
- Cancel the RECIPIENT'S Direct Deposit Authorization (If cancelling, check this box, sign and date the bottom of the form, and return to the COMPANY.)

Recipient's Information:

Full Legal Name	Telephone Number
Street Address	City, State Zip
Social Security Number	E-mail Address

Authorization for Direct Deposit or Change to Account Information

I, the RECIPIENT, hereby authorize the COMPANY to direct deposit my payroll check, commissions, travel advances, and/or reimbursements directly to the bank account indicated below and to correct any errors that may occur from these transactions. I also authorize the financial institution to post these transactions to my account. This authorization is to remain in force until the COMPANY receives written notice from me to cancel or change this authorization. Further, I agree not to hold the COMPANY responsible for any delay or loss of funds due to incorrect or incomplete information supplied by the me or by my financial institution or due to an error on the part of the my financial institution in depositing funds to my account.

Bank Name	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number	Account Number
Signature	Date

After providing authorization for direct deposit, all funds specified will be deposited directly to the RECIPIENT'S bank account unless this agreement is terminated or amended by written notification. It is the RECIPIENT'S responsibility to notify the COMPANY in writing if the RECIPIENT wishes to Change or Cancel the Direct Deposit Authorization. If a change to the RECIPIENT'S bank account occurs without the COMPANY receiving written notification, a delay in the receipt of funds will likely occur. If funds are direct deposited to the RECIPIENT'S account in error, the RECIPIENT authorizes the COMPANY to debit the RECIPIENT'S account for an amount not to exceed the original amount of the credit.

It is the RECIPIENT'S responsibility to ensure that funds are in the bank prior to any withdrawal.

\_\_\_\_\_  
RECIPIENT'S SIGNATURE

\_\_\_\_\_  
Date