

# SAVINGS ACCOUNT

## Direct Deposit Deduction Authorization

To sign up for Direct Deposit Deductions, complete the authorization form at the bottom of this page following these instructions:

1. Fill in your account information
2. Sign and date the form
3. Attach a voided deposit slip to the authorization form for verification of your account information
4. Return the form to the business office

**Multiple deductions are possible--please complete one authorization form for each deduction.**

### IMPORTANT REMINDER

**The payroll office must pre-note your direct deposit deduction the first pay period. Direct deposit deduction will begin the second pay period after authorization is received.**

### PAYROLL DIRECT DEPOSIT DEDUCTION AUTHORIZATION FORM

*Complete and return to the business office*

I authorize you and the financial institution named below to automatically deposit amount specified below to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to my payroll department.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Name As It Appears on Account

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
City, State of Financial Institution

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\$

\_\_\_\_\_  
Amount of Deduction

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**[ATTACH A VOIDED DEPOSIT SLIP HERE]**