

DIRECT DEPOSIT AUTHORIZATION FORM

Fill in the boxes below and sign the form.

<p>Last Name</p> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<p>First Name</p> <input style="width: 80%; height: 20px; border: 1px solid black;" type="text"/>	<p>MI</p> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
<p>Social Security Number</p> <input style="width: 30%; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 15%; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 25%; height: 20px; border: 1px solid black;" type="text"/>	<p>Work Phone</p> <input style="width: 15%; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 10%; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 15%; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 15%; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 10%; height: 20px; border: 1px solid black;" type="text"/>	
<p>Action</p> <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	<p>Effective Date</p> <input type="checkbox"/> <input type="checkbox"/> Month <input type="checkbox"/> <input type="checkbox"/> Day <input type="checkbox"/> <input type="checkbox"/> Year	
<p>Name of Financial Institution</p> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>		
<p>Account Number</p> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<p style="font-size: 0.8em;">(Include hyphens but omit spaces and special symbols.)</p>	<p>Type of Account</p> <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<p>Routing Transit Number</p> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<p style="font-size: 0.8em;">(All 9 boxes must be filled. The first two numbers must be 01 through 12 or 21 through 32.)</p>	<p>Ownership of Account</p> <input type="checkbox"/> Self <input type="checkbox"/> Joint <input type="checkbox"/> 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

1. Fill in all boxes above.
2. Sign and date the form.

TIP Call your financial institution to make sure they will accept direct deposits.

TIP Verify your account number and routing transit number with your financial institution

TIP Do not use a deposit slip to verify the routing number.

Routing Transit Number	Account Number	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"> JOHN PUBLIC 123 Main Street Your Town, FL 12345 </td> <td style="width: 40%; text-align: right;"> _____ 19 _____ </td> </tr> <tr> <td colspan="2"> PAY TO THE ORDER OF _____ \$ <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> </td> </tr> <tr> <td colspan="2"> Your Town Bank Your Town, FL 12345 </td> </tr> <tr> <td colspan="2" style="text-align: right;"> DOLLARS </td> </tr> <tr> <td colspan="2"> For _____ </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <table border="0" style="margin: auto;"> <tr> <td style="border: 1px solid black; border-radius: 15px; padding: 5px; font-weight: bold;">25000005</td> <td style="font-weight: bold;">:</td> <td style="border: 1px solid black; border-radius: 15px; padding: 5px; font-weight: bold;">123456789022</td> <td style="font-weight: bold;"> "</td> </tr> </table> </td> </tr> </table>	JOHN PUBLIC 123 Main Street Your Town, FL 12345	_____ 19 _____	PAY TO THE ORDER OF _____ \$ <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/>		Your Town Bank Your Town, FL 12345		DOLLARS		For _____		<table border="0" style="margin: auto;"> <tr> <td style="border: 1px solid black; border-radius: 15px; padding: 5px; font-weight: bold;">25000005</td> <td style="font-weight: bold;">:</td> <td style="border: 1px solid black; border-radius: 15px; padding: 5px; font-weight: bold;">123456789022</td> <td style="font-weight: bold;"> "</td> </tr> </table>		25000005	:	123456789022	"
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NOTE: THE ACCOUNT AND ROUTING NUMBER MAY APPEAR IN DIFFERENT PLACES ON YOUR CHECK.