

## DIRECT DEPOSIT AUTHORIZATION FORM

I AUTHORIZE ABC COMPANY TO SEND MY DIRECT DEPOSIT EMAIL NOTIFICATION TO THE EMAIL ADDRESS LISTED BELOW.

I ACKNOWLEDGE IT IS MY RESPONSIBILITY TO INFORM THE TREASURER'S OFFICE OF ANY CHANGES TO MY EMAIL ADDRESS.

NAME: \_\_\_\_\_

PLEASE PRINT CLEARLY

EMAIL ADDRESS: \_\_\_\_\_

PLEASE PRINT CLEARLY

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ALL CONTRACTED AND SUBSTITUTE EMPLOYEES MUST HAVE A DIRECT DEPOSIT AUTHORIZATION ON FILE**

PRIMARY ACCOUNT
EMPLOYEE NAME:
BANK NAME:
ROUTING/TRANSIT NUMBER:
ACCOUNT NUMBER:

TYPE OF ACCOUNT:      CHECKING            SAVINGS     

AMOUNT TO BE DEPOSITED:       ENTIRE PAYCHECK

ENTIRE PAYCHECK LESS THE DOLLAR AMOUNT INDICATED BELOW

SECONDARY ACCOUNT
EMPLOYEE NAME:
BANK NAME:
ROUTING/TRANSIT NUMBER:
ACCOUNT NUMBER:

TYPE OF ACCOUNT:      CHECKING            SAVINGS     

AMOUNT TO BE DEPOSITED:

**PLEASE ATTACH A VOIDED PERSONAL CHECK TO THIS FORM**

WHEN SETTING UP A DIRECT DEPOSIT INTO A CHECKING ACCOUNT

PLEASE RETURN THE COMPLETED FORM TO:

ABC COMPANY  
ATTENTION: PAYROLL  
55 NORTH HIGH STREET  
COLUMBUS OH 43207