



Direct Deposit Authorization
Attach voided check, bank letter, or specification sheet.

Employee Name:
Financial Institution:
City: State: Zip:

You may direct deposit by percentages between checking and savings or you may direct deposit by dollar amounts between checking and savings.

By Percentages:

Deposit to Checking: % Deposit to Savings: %
Bank ABA Number: (The numbers before your account number on your check)
Account number of checking:
Account number of savings:

By Amounts:

Deposit to Checking: \$ Deposit to Savings: \$
Bank ABA Number: (The numbers before your account number on your check)
Account number of checking:
Account number of savings:

By Amounts:

Deposit to Checking: \$ Deposit to Savings: \$
Bank ABA Number: (The numbers before your account number on your check)
Account number of checking:
Account number of savings:

It will take two weeks before direct deposit will begin, as Federal Reserve check for correct account numbers and ABA numbers.

Employee Signature

Date