

# Direct Deposit Authorization

**Company:** \_\_\_\_\_ **Company Code:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_

If your employer is pre-enrolled in our paperless program, please provide an email address to receive secure electronic email deliveries or email notifications of your pay statements.

**Email Address:** \_\_\_\_\_

I authorize my employer as noted above, CeeWj gz, Inc, lcentJ gpt { 'Cuu0 and all financial institution(s) involved in each transaction to deposit my pay automatically to the indicated account(s) and to make adjusting entries including the removal of funds if the employer does not make them available, in which case, I waive any rights I may have to return debit entries to my account and I personally guaranty the return of the funds in question.

Routing Number (ABA)	Account Number	Amount	Account Type	
			Checking	Savings
			Checking	Savings
			Checking	Savings

Please Check One:

This is a New or Additional Direct Deposit		
I Am Changing the Bank or Account Number on an Existing Direct Deposit	Account to be replaced:	
I Am Changing the Amount of an Existing Direct Deposit	Amount Was:	Change to:

**Please attach a voided check for the Direct Deposit Bank Account as verification for each request.**

Deposits are normally available on pay date. It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three (3) pay periods to activate. I understand that neither my employer, "CeeWj gz, Inc, nor lcentJ gpt { 'Cuu0 is responsible for bank errors or bank fees. Direct Deposit Financial services are provided in accordance with CeeWj gz, Inc. Agreements, lcentJ gpt { 's Power of Attorney/Guaranty/Terms and Conditions and the limitations and restrictions of the National Automated Clearing House Association. I may cancel these Direct Deposit(s) at any time.

Signature	Date
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