

PAYROLL DISBURSEMENT AUTHORIZATION

Direct Deposit Bank Account Information Template

EMPLOYEE INFORMATION

Full Name

Employee ID

Department

Email Address

PRIMARY ACCOUNT DETAILS

Bank Name

Routing Number (9 Digits)

Account Number

Account Type

Checking

Savings

Deposit Allocation

Entire Net Pay (100%)

Percentage (%)

Fixed Amount (\$)

SECONDARY ACCOUNT DETAILS (OPTIONAL)

Bank Name

Routing Number (9 Digits)

Account Number

Account Type

Checking

Savings

Deposit Allocation

Percentage (%)

Remaining Balance

Fixed Amount (\$)

AUTHORIZATION & VERIFICATION DOCS

I hereby authorize the Company to deposit my net pay into the bank account(s) designated above. I also authorize the necessary debit entries or adjustments in the event of any erroneous credit. This authorization remains in effect until written notice of cancellation or change is received.

ATTACH VOIDED CHECK OR OFFICIAL BANK SPECIFICATION SHEET HERE

Employee Signature

Date