



FOR YOUR FILES ONLY

## Authorization for Direct Deposit – Employee Form

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Note: Enter your company name in the blank space above.

### Account #1

Account #1 Type (e.g. Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

BANK ROUTING # (ABA#) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

### Account #2

Account #2 Type (e.g. Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

BANK ROUTING # (ABA#) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
EMPLOYEE ID #

\_\_\_\_\_  
DATE

This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Do not send this form to QuickBooks Direct Deposit.

**IMPORTANT – Enter the employee's bank account and routing numbers into QuickBooks. To do this, click the Direct Deposit button on the Payroll and Compensation Info tab for each employee.**