



OFFICE # \_\_\_\_\_

## Choose the Advantages of Direct Deposit!

- ✓ Safe, Secure and Convenient
- ✓ Eliminates risk of lost checks
- ✓ No more high check cashing fees

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Please select an account type for Direct Deposit:

Checking Account  
*ATTACH A VOIDED CHECK*

Savings Account or Cash Cards  
*DEPOSIT SLIPS ARE NOT ACCEPTABLE*

**Direct Deposit Authorization:** By signing below I hereby authorize my employer and the financial institution listed to initiate credit entries, and to initiate if necessary, debit entries and adjustments for any credit entries in error to the account identified on the enclosed voided check or financial institution printout.

\_\_\_\_\_  
Last four digits of SSN

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Indicate Name on Account

\_\_\_\_\_  
ACH Routing Number

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature Required

**YOU MUST** attach a voided check to activate a checking account. For savings/cash cards activation you must obtain a print out from your financial institution reflecting the ACH routing and account number to activate direct deposit. **DO NOT** attach deposit slips.