

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Please read this form carefully and write clearly.

If this is a new account, you must:

1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify bank's transit # and your account # (including dashes).
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there isn't anything special you need to do as far as they are concerned.

Please check the action and fill out form below:

_____ Canceling account (complete item C below). **Do not close an account unless you cancel it through Payroll first.**

_____ Direct deposit already set up, changing \$ amount only (complete C through E below).

_____ A new account (complete A through E below).

_____ A new account to replace a direct deposit already set up (complete A through E below).

Which account are you replacing? _____

A. Bank Name _____

B. Bank TBA #: (9 digit number)

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C. Bank Account #:

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D. Checking _____ Savings _____

E. Full Deposit _____ Partial Deposit (amt. Per payroll) _____

PLEASE RETURN TO THE PAYROLL DEPARTMENT WITH A VOIDED CHECK FROM YOUR CHECKING ACCOUNT OR A DEPOSIT FORM FROM YOUR SAVINGS ACCOUNT. YOUR AUTOMATIC DEPOSIT WILL NOT BE PROCESSED WITHOUT YOUR VOIDED CHECK OR DEPOSIT FORM.

Your account # will be pre-noted for 10 days after input. The first paycheck issued after your request for automatic deposit will be a "LIVE" check, and will have to be picked up at the Y.M.C.A.

- I authorize YMCA and the bank listed above to deposit my net pay or portion thereof as indicated above into my account each payday.
- If funds to which I am not entitled are deposited to my account, I authorize YMCA to direct the bank to return said funds.
- I understand that my deposit may not be credited to my account until 5:00 P.M. on the payday indicated on the check voucher.
- I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each payday.

Employee Signature: _____

Print Name: _____ Date: _____