Authorization Agreement for Automatic Deposit of Pay

Employee Name: _____

NOTE: For your paycheck to be automatically deposited, your timesheets MUST be turned in on time. Timesheets are due on the 1st and 16th of each month. Paydays are on the 10th and 25th of each month.

Instructions:

1. Complete the bank and account information below. We will use the phone number of your bank if we need to verify your account information. You may take this form to your bank and have them fill it out for you.

2. **Attach a voided check.** This will confirm the account, routing and transit numbers. (If you are not sure of the account or routing and transit numbers, leave them blank and we will enter them from your check.) The routing number may also be found on your bank's website.

⑆ 123456789 ⑆ 0123 123456 ⑈

Routing Number *Account Number*

3. Sign at the bottom of this form. This will authorize us to deposit your paycheck to your account.

[ ] Add [ ] Cancel [ ] Change

_____ _____

Bank Name Routing/Transit Number

_____ _____

Bank Branch Street Address Account Number

[ ] Checking [ ] Savings

_____

Bank Branch Phone

I authorize Humboldt Community Access & Resource Center (HCAR) to make payroll credit entries and any necessary adjustment involving same entries to my account indicated; and I authorize the financial institution named to credit and/or debit the same to such account.

This authorization remains in full force and effect until HCAR receives written notification from me of its cancellation, or until HCAR deems it necessary to terminate the agreement.

_____ _____

Employee Signature Date