

SAVINGS ACCOUNT

Direct Deposit Deduction Authorization

To sign up for Direct Deposit Deductions, complete the authorization form at the bottom of this page following these instructions:

1. Fill in your account information
2. Sign and date the form
3. Attach a voided deposit slip to the authorization form for verification of your account information
4. Return the form to the business office

Multiple deductions are possible--please complete one authorization form for each deduction.

IMPORTANT REMINDER

The payroll office must pre-note your direct deposit deduction the first pay period. Direct deposit deduction will begin the second pay period after authorization is received.

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PAYROLL DIRECT DEPOSIT DEDUCTION AUTHORIZATION FORM

Complete and return to the business office

I authorize you and the financial institution named below to automatically deposit amount specified below to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to my payroll department.

Your Name

Name As It Appears on Account

Financial Institution

City, State of Financial Institution

Routing Number

Account Number

\$ _____
Amount of Deduction

Signature

Date

[ATTACH A VOIDED DEPOSIT SLIP HERE]