

# DIRECT DEPOSIT EMPLOYEE AUTHORIZATION FORM

This authorizes (enter your company/employer name) \_\_\_\_\_  
(the "Company" or "Employer") 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. **\*\*All information must be legible.**

## Account #1

Account #1 Type (circle one)    Checking            Savings

Employee Bank Name: \_\_\_\_\_

Bank Routing / ABA#: \_\_\_\_\_ Account #: \_\_\_\_\_

Percentage or Dollar Amount to be deposited to this account: \_\_\_\_\_

## Account #2

Account #2 Type (circle one)    Checking            Savings

Employee Bank Name: \_\_\_\_\_

Bank Routing / ABA#: \_\_\_\_\_ Account #: \_\_\_\_\_

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**For each account listed above employees *must* attach one of the following:**

voided check **or**

document completed by your bank stating the routing and account number(s)  
(deposit slips not accepted)

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**This authorization will remain in effect until I have filed a new Direct Deposit Employee Authorization Form, or until this authorization is revoked by me in writing, and my Company/Employer has a reasonable opportunity to act on it. In the event any of my stated Accounts close and/or change, I will inform my Company/Employer immediately and I understand there may be a delay when resolving any direct deposit corrections. If monies to which I am not entitled are deposited to my Account(s), I authorize my Company/Employer to make the appropriate adjusting transactions to return such funds.**

Employee Signature: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE: Please fill out and return to your employer. Also, employees should check with their bank to ensure there are no restrictions for deposits or withdrawals.**

**EMPLOYER: Please forward a copy of this form to HVRG and save the original for your files.**