# **Direct Deposit Authorization Form Template**

## Employee Information

| **Name:** |
| --- |
| **Address:** |
| **Contact number:** |
| **Employee ID number:** |

## Bank Information

*If you want to split your wages between multiple accounts, please list each one along with the specific amount or percentage to be deposited. If you only state one account, your entire paycheck will be deposited into that account.*

**ACCOUNT 1:**

| **Bank Name:** | **Account type:**  **☐ Checking ☐ Savings** |
| --- | --- |
| **Routing Number:** | **Account Number:** |
| **Amount or Percentage:** | |

**ACCOUNT 2:**

| **Bank Name:** | **Account type:**  **☐ Checking ☐ Savings** |
| --- | --- |
| **Routing Number:** | **Account Number:** |
| **Amount or Percentage:** | |

**ACCOUNT 3:**

| **Bank Name:** | **Account type:**  **☐ Checking ☐ Savings** |
| --- | --- |
| **Routing Number:** | **Account Number:** |
| **Amount or Percentage:** | |

## Authorization

I, *[Employee Name]*, authorize my employer, *[Employer Name]*, to deposit my wages directly into the account(s) listed above. This authorization remains in effect until I provide written notice to *[Employer Name]* to request for a change or cancellation.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_