



# It's easy to sign up for direct deposit to your [Card Name Here].

1. Print and complete this form\*
2. Give the form to your Human Resources Representative
3. Enjoy having your pay automatically deposited onto your card

\*If you can't print this form, ask your Human Resources Representative or card issuer for a direct deposit form

### My Contact Information:

First Name             M.I.

Last Name

Street Address

City

State   Zip

### My Card Information:

Routing Number: \_\_\_\_\_ [Routing Number Here] \_\_\_\_\_

Card Number: \_\_\_\_\_

**Recurring Direct Deposit:**  100% or  \$ \_\_\_\_\_ (Specify amount)

### My Authorization:

Accountholder Signature

I authorize \_\_\_\_\_, my employer/company, to initiate credit entries to deposit my [Card Name Here] pay directly into my account and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. This authorization is to remain in full force and effect until my employer/company has received written notification from me of its termination in such time and in such manner as to afford my employer/company a reasonable opportunity to act on it.

Sign here \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Remember:** Give this completed form to your Human Resources Representative to set up direct deposit.

## Thank you for signing up for direct deposit to your card!