

# Authorization for Direct Deposit

I, \_\_\_\_\_, authorize TOTAL PAYROLL SOLUTION to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford TOTAL PAYROLL SOLUTION a reasonable opportunity to act on it.

**Name on bank account:** \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Bank routing number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ or entire paycheck: \_\_\_

**\*Balance of pay to:**

\_\_\_ Manual (paper check)

\_\_\_ Account described below

**\*Note:** Split payments are not available for contractors.

**Name on bank account:** \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Bank routing number: \_\_\_\_\_

**Important:** Please attach a **voided check** for each bank account to which funds should be deposited.

Employee/Contractor signature: \_\_\_\_\_

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

**Employer: Please keep a copy of this form for your records.**