

# **Electronic Deposit Authorization Form**

***Important! Please read and sign before completing and submitting.***

I hereby authorize Total Retail Services, Inc. hereinafter "Company" to initiate credit entries for sums to and payable to me to my checking, savings or other account(s) indicated below; and, the Financial Institution(s) named below, hereafter called "Depositories", to credit the same to such accounts. I also authorize Company to initiate debits for sums due to the Company for erroneous deposit or deposits at the Depository (ies).

This authorization is to remain in full force and effect until Company has received written notice from me of its termination in such time and in such manner as to afford Company reasonable opportunity to act on it or until such time as Company terminates this agreement.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

**REQUIRED – ATTACH A VOIDED CHECK FOR EACH CHECKING AND/OR SAVINGS ACCOUNT LISTED (NO DEPOSIT SLIPS WILL BE ACCEPTED).**

## ***Account Information***

The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form.

**Be sure to indicate checking or savings, along with amount or percent to be deposited into each account.**

1. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

☐ Checking ☐ Savings I wish to deposit: \$\_\_\_\_\_. \_\_\_\_ Or % \_\_\_\_\_ or ☐ Entire Net amount

2. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

☐ Checking ☐ Savings I wish to deposit: \$\_\_\_\_\_. \_\_\_\_ Or % \_\_\_\_\_ or ☐ Entire Net amount

3. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

☐ Checking ☐ Savings I wish to deposit: \$\_\_\_\_\_. \_\_\_\_ Or % \_\_\_\_\_ or ☐ Entire Net amount

**Our payroll service charges TRS \$15 for direct deposits that are rejected due to the inability to deposit your funds. Some of those reasons might be a cancelled account or your bank being bought out by another bank and their routing number changing. For these cases a new direct deposit form should have been submitted to the Payroll Department as soon as you knew of the change. Change forms are on the Trends website.**

**The \$15 will be charged back to you, if this occurs, on the next payroll date.**