

[Company Logo] - New Horizon Solutions

Direct Deposit Authorization

Employee Name: Jane Doe

Employee ID: 12345

Date: March 03, 2025

Address: 123 Main St, Springfield, IL 62701

Section 1 - Account Information:

- Bank Name: Springfield Bank
- Routing Number: 071000013
- Account Number: 1234567890
- Account Type: ☒ Checking ☐ Savings

Section 2 - Multiple Accounts (Optional):

- Second Account:
 - Bank Name: Central Bank
 - Routing Number: 081000045
 - Account Number: 9876543210
 - Percentage/Amount: 30% or \$500 per paycheck

Section 3 - Authorization:

- I authorize New Horizon Solutions to deposit my paycheck into the accounts listed.
- I understand changes may take 1-2 pay cycles to process.
- Signature: _____ Date: _____

Section 4 - Instructions:

- Attach a voided check for each account.
- Submit to HR by March 10, 2025.
- Contact Payroll at payroll@newhorizon.com for issues.
- Cancellation: Submit written notice 10 days prior.

Note: Retain a copy for your records. Processing begins with the next pay cycle (March 15, 2025).