Employee Authorization for Direct Deposit

New direct deposit Change to an existing direct deposit Cancellation of direct deposit

Note: You may have your pay deposited to your current bank account or you may open an account with M&T, since you are an employee of ***Fitness Fun & Games, Inc.*** Ask M&T about direct deposit incentives.

This authorizes ***Fitness Fun & Games, Inc.*** to deposit my pay automatically to the account 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 ***Fitness Fun & Games, Inc.*** a reasonable opportunity to act on it.

Account Type (check one): Checking (Attach a voided check)

Savings (Attach a voided deposit slip)

Employee’s Bank Name:

Name on Bank Account:

Bank Account Number:

Bank Routing Number:

Your pay will continue to be issued via check until routing and account numbers from your authorization form have been verified by your bank. Typically, your direct deposit will be active on the second pay date after initiating this process. Please check your bank account to ensure funds have been deposited BEFORE writing checks. ***Fitness Fun & Games, Inc.*** is NOT RESPONSIBLE for checks returned due to insufficient funds. Your “paystub” information will be available to you online, which you can view, file and print, if you want. If you need a printed copy from FFG, email your request to ffandg.office@gmail.com.

I have read and agree to the above.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Printed Name:

Last Four of Employee’s Social Security Number:

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_