

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Please read this form carefully and write clearly.

If this is a new account, you must:

1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify bank's transit # and your account # (including dashes).
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there isn't anything special you need to do as far as they are concerned.

Please check the action and fill out form below:

_____ Canceling account (complete item C below). Do not close an account unless you notify J. Morrissey first

_____ A new account (complete A through D below).

_____ A new account to replace a direct deposit already set up (complete A through D below).

Which account are you replacing? _____

A. Bank Name _____

B. Bank TBA #:

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C. Bank Account #:

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D. Checking _____ Savings _____

Please return to the Payroll Department with a voided check from your checking account or a deposit form from your savings account.

*** Your account # will be pre-noted for 10 days after input.

- I authorize J. Morrissey & Company and the bank listed above to deposit my net pay as indicated above into my account each payday.
- If funds to which I am not entitled are deposited to my account, I authorize J. Morrissey & Company to direct the bank to return said funds.
- I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each payday.
- I understand that from the time payroll is input, there could be up to a 72 hour turnaround into my account.

Employee Signature: _____

Print name as well: _____

Date: _____