

# Employee Authorization for Direct Deposit

## Submit with a voided check or screenshot showing bank account and routing numbers for enrollment

I, \_\_\_\_\_ authorize AUSTIN TAX AND BOOKKEEPING SERVICES, as directed by my employer, 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 a reasonable opportunity to act on it.

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

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

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

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

**\*If depositing to a secondary account, please provide additional information below.**

**\*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 or screenshot for each bank account to which funds should be deposited.

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

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