

## Direct Deposit Authorization

Employee Information:

**Employer:**

- PC(USA)
- Investment & Loan
- Hubbard Press
- Presbyterian Women

\_\_\_\_\_  
 Last Name, First Name (Please print)      SSN Last 4 digits      Phone (Ext.)      Email

Action:	Account Type:	Bank Information:	Payroll Use Only:			
<input type="checkbox"/> Start (New) <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ Bank Name _____ _____ Routing Number (9 digits)      Account Number <i>Choose One Option – Note: One account must be designated for the remainder of net pay.</i> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px; width: 33%; text-align: center;">                             Fixed Amount Per Pay                              \$                         </td> <td style="border: 1px solid black; padding: 5px; width: 33%; text-align: center;">                             Percent of Pay                              %                         </td> <td style="border: 1px solid black; padding: 5px; width: 33%; text-align: center;">                             Remainder of Net Pay  <input type="checkbox"/> </td> </tr> </table>	Fixed Amount Per Pay \$	Percent of Pay %	Remainder of Net Pay <input type="checkbox"/>	<input type="checkbox"/> CK1 <input type="checkbox"/> SV1 <input type="checkbox"/> CK2 <input type="checkbox"/> SV2 <input type="checkbox"/> CK3 <input type="checkbox"/> SV3 <input type="checkbox"/> CK4 <input type="checkbox"/> SV4 <input type="checkbox"/> CK5 <input type="checkbox"/> SV5
Fixed Amount Per Pay \$	Percent of Pay %	Remainder of Net Pay <input type="checkbox"/>				

**If you are adding a new direct deposit account, you must attach either a voided check (not a deposit slip) or documentation from your bank that includes the bank name, routing number, and your account number.**

*Reminder: New account information is tested for one pay cycle. If you change your default account information, you will receive a **check** for one pay cycle. Do not close or change your existing bank account without completing a new direct deposit authorization.*

**Important:** Yes No Do you receive your payment via direct deposit at a U.S. bank and then have the **entire** amount forwarded to a bank in another country? If yes, please be aware that there are reporting requirements for these transactions that your employer needs to follow. It will not impact your payment.

I hereby authorize my employer to initiate credits and, if necessary, debit entries and adjustment for any credit entries in error to the account and financial institution indicated. Such deposits will continue until I choose to terminate this agreement in writing to my employer. This authority is to remain in full force and effect until my employer has received written notification from me of its termination in such time and in such manner to afford my employer a reasonable opportunity to act on it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 05/17/2017