

Payroll Direct Deposit Authorization Form

(THIS FORM CHANGES ONLY AN EMPLOYEE BANK ACCOUNT(S) FOR DIRECT DEPOSIT)

I, _____, (employee) do hereby authorize Bell Shoals Baptist Church/Academy to deposit my payroll check directly into all of my Checking or Savings accounts as specified below. I understand this authorization will remain in effect until I provide timely written notice to cancel this service. I also understand that my account may receive a prenote (\$0.00) transaction one pay cycle before I can begin the direct deposit on a live basis. I authorize any overpayments to me to be electronically deducted from my account.

Account(s) to be credited (can be deposited in up to two different accounts):

VOIDED CHECK (NOT A DEPOSIT SLIP) OR A SAVINGS ACCOUNT DEPOSIT SLIP MUST BE ATTACHED TO PROCESS REQUEST.

Bank #: _____ Acct. #: _____ % , \$, or Net: _____ Type of account: Checking ___ Savings: ___

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(i.e.: 100% into checking; or \$20.00 into Savings, Net amount into Checking; or 10% into Savings, Net amount into Checking)

SIGNATURE OF EMPLOYEE

DATE

ATTACH VOIDED CHECK HERE