



## AUTHORIZATION FOR DIRECT DEPOSIT

- Check One:  New Application for Direct Deposit  
 Change of Account Number, Same Bank  
 Change of Bank  
 Cancel Direct Deposit

I, \_\_\_\_\_, hereby authorize St. Mary's Residential Training School to "Direct Deposit" my wages each pay period to my bank account(s) as indicated below. I understand that it is my sole responsibility to notify the company of any changes made to my bank account. In the event of an error in the credit entry, the correction of which requires that a reversing debit entry be made, I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my account.

Employee Signature: \_\_\_\_\_

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

### **Choose One Option :**

- Deposit my entire Net Pay to my checking account.

Bank Name: \_\_\_\_\_

Checking Account # \_\_\_\_\_

Bank Routing # \_\_\_\_\_

- Deposit \$ \_\_\_\_\_ into my savings account and the balance into my checking account.

Bank Name: \_\_\_\_\_

Savings Account # \_\_\_\_\_

Bank Routing # \_\_\_\_\_

**ATTACH VOIDED CHECK (Deposit Slip for Savings) FOR EACH ACCOUNT LISTED**