



## Employee Authorization for Direct Deposit

I authorize Chaney & Associates 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 Chaney & Associates a reasonable opportunity to act on it.

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

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

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

Entire paycheck: \_\_\_\_\_ or Amount: \$ \_\_\_\_\_

**\*Balance of pay to:**

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

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

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

Name of Organization: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Email Address: \_\_\_\_\_

*To Electronically Receive Direct Deposit Voucher*

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

**Important: Please attach a voided check for each bank account to which funds should be deposited.**