

DIRECT DEPOSIT AUTHORIZATION FORM

Now you can have your payroll check deposited into your account without ever having to go to your bank. Your paycheck is credited to your account on payday.

It's convenient.

You don't have to worry about getting to the bank because we send your deposit electronically and give you a written payroll statement including your wages, taxes, deductions, etc.

It's fast.

As soon as it's time for you to be paid, your money is deposited electronically. The delay between receiving your pay and getting it into your account is eliminated.

It's safe.

Since there is no paper check to worry about, there is no chance that it can be lost or stolen.

It's free.

There is no charge for the service.

If you would like to take advantage of **Direct Deposit**, simply fill out the form below and return it today. We are pleased to provide this service to our employees, and hope you will decide to take advantage of the convenience, speed, and safety of **Direct Deposit of payroll**.

ATTACH YOUR BANK INFORMATION

Checking Accounts

Pre-printed check (Please **do not** use starter checks or deposit slips. Write the word VOID on check.)

Savings Accounts

Bank withdrawal slip (**do not** use deposit slip) or written letter signed by your bank with account and routing number

<input type="checkbox"/> First time Set-up
<input type="checkbox"/> Change Direct Deposit Information
<input type="checkbox"/> Cancel Direct Deposit

NAME	SOCIAL SECURITY or ID NUMBER
DEPARTMENT	ROUTING NUMBER
MY BANK NAME	CITY WHERE I BANK
<input type="checkbox"/> DEPOSIT SC METHODIST CREDIT UNION Deposit Amount:	ACCOUNT NUMBER
<input type="checkbox"/> DEPOSIT TO MY CHECKING ACCOUNT Deposit Amount:	ACCOUNT NUMBER
<input type="checkbox"/> DEPOSIT TO MY SAVINGS ACCOUNT Deposit Amount:	ACCOUNT NUMBER
<i>I authorize credit entries and any adjustments to be made to my account. If funds I am not entitled to are deposited to my account, I authorize the reversal of these funds.</i>	
SIGN HERE:	DATE: