



Employee Direct Deposit Agreement

What is Direct Deposit?

Your paycheck is automatically deposited into the account(s) you specify with every payroll. No more paper checks to track and no more rushing to the bank to deposit your paycheck on your lunch hour. It is safe, convenient and easy.

How Does Direct Deposit Work?

The first payday after completion of this form, you will receive an actual paper check and your requested Direct Deposit checks will be verified by the banking institutions. After approval, your next pay will be automatically deposited into your account.

Note: Any remaining net after disbursement in accounts below will create an actual paper check

3 Simple Steps Are Needed:

- Step 1:** Enter your name and social security number
- Step 2:** Complete form and sign your name at the bottom
- Step 3:** Attach a voided check for each separate account listed. No deposit slips, please.

Expedition Payroll Direct Deposit Authorization Form – please complete and return to your employer

Employee Name

____ - ____ - ____
Social Security #

Account 1:	New Account <input type="checkbox"/>	Checking Account	<input type="checkbox"/>	Flat Amount \$	<input type="text"/>
	Change <input type="checkbox"/>	Savings Account	<input type="checkbox"/>	Percentage %	<input type="text"/>
	Delete Account <input type="checkbox"/>				
Account 2:	New Account <input type="checkbox"/>	Checking Account	<input type="checkbox"/>	Flat Amount \$	<input type="text"/>
	Change <input type="checkbox"/>	Savings Account	<input type="checkbox"/>	Percentage %	<input type="text"/>
	Delete Account <input type="checkbox"/>				
Account 3:	New Account <input type="checkbox"/>	Checking Account	<input type="checkbox"/>	Flat Amount \$	<input type="text"/>
	Change <input type="checkbox"/>	Savings Account	<input type="checkbox"/>	Percentage %	<input type="text"/>
	Delete Account <input type="checkbox"/>				

****Don't forget to attach a voided check for each account****

Please note - it is the employees responsibility to verify deposits on a per pay period basis before writing checks against these funds

Employee Signature _____ Date ____ / ____ / ____

Employer Use Only

Company #: _____ Employee#: _____