

# Direct Deposit Authorization Agreement

Northern California Conference of Seventh-day Adventists

Begin Deposits       Change Information       Add Account       Cancel Deposits

*Please Print*

*Please Circle*

Name \_\_\_\_\_

Phone    Cell    Email

Work Location: \_\_\_\_\_ Contact info: \_\_\_\_\_

**Please Note:**

Only a **Voided Check, Direct Deposit Start Form** from your check book, or a **Bank Form completed by the bank** will start a Direct Deposit. **We can not use hand written forms.**

*Attach document here*

If you cannot attach the document please send use the correct form or document on another sheet.

**(Deposit slip will not be accepted)**

The numbers on the bottom of your check are used by your payroll area to make the electronic funds transfer of your payroll directly to your account.

I authorize the **Northern California Conference of Seventh-day Adventists** to initiate credits (and/or corrections to previous credits) to named financial institutions. This authorization will remain in effect until I give written notice to the Northern California Conference of Seventh-day Adventists either to change or terminate this authorization.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Bank Name : \_\_\_\_\_  Main Account  Secondary Account  Cancel Account

Bank Name : \_\_\_\_\_  Main Account  Secondary Account  Cancel Account

Main account is our designation for the banking institution that will receive the majority of your earned wages.

Secondary Account is another account you would like a specific amount deposited every pay period.

Secondary account deposit per pay period: \$ \_\_\_\_\_ . \_\_\_\_\_ (Format \$100.00)