


# Direct Deposit Authorization



## EMPLOYEE INFORMATION

Name  \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

## BANK ACCOUNT INFORMATION

*You can deposit your funds into a single or multiple bank accounts. On the form below, please indicate what division of funds you'd like to have deposited in each account. If you only add one account, all of your funds will be deposited into that account.*

### ACCOUNT 1

Bank Name \_\_\_\_\_  
Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
Account Type  Checking account  Savings account  
Remainder of Deposit \_\_\_\_\_

### ACCOUNT 2 (Optional)

Bank Name \_\_\_\_\_  
Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
Account Type  Checking account  Savings account  
Amount to Deposit \_\_\_\_\_

### ACCOUNT 3 (Optional)

Bank Name \_\_\_\_\_  
Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
Account Type  Checking account  Savings account  
Amount to Deposit \_\_\_\_\_

I hereby authorize Webster County and my bank(s) to automatically deposit my paycheck into the account(s) listed above (this includes authorization to correct entries made in error). This authorization will remain in effect until I give written notice to cancel it.

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

## HELPFUL TIPS

- Your bank account number and routing number can be found on your check. See the example below.
- You can also find your bank's routing number online. Try typing the name of your bank and the words "routing number" into Google.

John Doe  
1234 N 5678 W  
Anywhere, TT 44455

DATE \_\_\_\_\_

7243

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

International Bank  
4321 S 8765 E  
Anywhere, TT 44555

MEMO \_\_\_\_\_ SIGNED \_\_\_\_\_

⑆0 2 1 2 3 4 5 6 7 ⑆ 00 1 2 3 4 5 6 7 ⑆ 7 2 4 3

**Routing Number**      **Account Number**