

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Use this form to add, change, or cancel automatic deposit

Note: Due to the uncertainty of mail delivery, it is recommended that you take advantage of this company paid benefit.

A partial deposit requires a flat dollar amount to be deducted. A full deposit requires net pay to be deposited into one account.

It is the employee's responsibility to ensure the deposit of funds has been made to the appropriate account either by checking your pay stub or contacting your bank on pay day. If you are changing account numbers, a negotiable check will be issued for the period of time the new account is in processing.

—Please allow up to thirty (30) days for processing—

To set up Automatic Deposit you must:

- Have the account currently set up at your bank.
- Find out if the bank accepts Automatic Deposits.
- Verify the bank's transit number and your account number.
- Notify the bank that you are setting up Automatic Deposit through Payroll.
- Determine if the bank has any special requirements.
- **Attach a Voided Check (Not a Deposit Slip).**

Please check the appropriate box:

New Account Change Account or Amount Cancel Account

Bank (Depository) Name: _____

Bank Transit and ABA Number: _____

Account Type (Check One):

Full Deposit Partial Deposit _____
(Specify amount per payroll if partial deposit)

Checking Account Number: _____ \$ _____
(If splitting between two accounts, specify amount per payroll for each account)

Savings Account Number: _____ \$ _____

I elect not to participate in automatic deposit. I understand that my payroll checks will be sent via first class U.S. mail service. If my payroll check is not received by the pay date, Millican & Associates will place a stop payment on the original check, process a replacement check and forward it to me via first class U.S. mail. If I request the check be sent by Express Mail or Wire Transfer, I understand that I will be responsible for charges associated with delivery.

Authorization Given By:

Employee Name: _____

Employee Signature: _____

