

# AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL CHECKS

## 1. CHECK ONE:

Initial Direct Deposit  
Complete Steps 2 & 4

Changing Current Direct Deposit  
Complete Steps 2 & 4

Stopping Current Direct Deposit  
Complete Steps 3 & 4

## 2. DIRECT DEPOSIT ACCOUNT NUMBERS:

I hereby authorize the YMCA to deposit my paycheck into my checking/savings account as follows:

FIRST ACCOUNT	SECOND ACCOUNT
Institution:	Institution:
* Routing #:	* Routing #:
**Account #:	**Account #:
<input type="checkbox"/> Checking Account   or <input type="checkbox"/> Savings Account  <input type="checkbox"/> Full Amount or <input type="checkbox"/> Partial Amount – \$_____	<input type="checkbox"/> Checking Account   or <input type="checkbox"/> Savings Account  <input type="checkbox"/> Partial Amount – \$_____
(If selecting partial amount, indicate amount. Remaining amount must be placed in Second Account.)	

If electing a checking account, you may attach a copy of a voided check in addition to completing the above information for verification of routing and account numbers. Deposit slips are unacceptable documentation unless used for a savings account.

John Doe	111
123 Lane	
Somewhere, USA	Date
Payable To: _____	\$ _____
	Dollars
45845691	4323654
*Routing #	**Account #

## 3. STOPPING DIRECT DEPOSIT

Complete the following only if you are wishing to **completely stop your direct deposit**. If you are changing accounts, but not stopping your check from being deposited into an account, complete #2.

I hereby authorize the Association to STOP my Direct Deposit effective \_\_\_\_/\_\_\_\_/\_\_\_\_.

## 4. SIGNATURE

Employee's Printed Name: \_\_\_\_\_ Employee ID If Known: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_