



## DIRECT DEPOSIT AUTHORIZATION

Sign and Scan Into Employee File on P: Drive and Edmunds

### EMPLOYEE INFORMATION

DATE OF CHANGE	EMPLOYEE ID	NAME	DEPARTMENT

PHONE NUMBER	SOCIAL SECURITY NUMBER	EMAIL ADDRESS

### ACCOUNT INFORMATION

ACCT	ROUTING NUMBER	ACCOUNT NUMBER	✓	AMOUNT	✓	PERCENT
<b>1</b>						
ACCT	ROUTING NUMBER	ACCOUNT NUMBER	✓	AMOUNT	✓	PERCENT
<b>2</b>						
ACCT	ROUTING NUMBER	ACCOUNT NUMBER	✓	AMOUNT	✓	PERCENT
<b>3</b>						
ACCT	ROUTING NUMBER	ACCOUNT NUMBER	✓	AMOUNT	✓	PERCENT
<b>4</b>						

ADDITIONAL COMMENTS OR INSTRUCTIONS	
EMPLOYEE SIGNATURE	