

DIRECT DEPOSIT AUTHORIZATION

updated 2/23/22

TUXEDO JUNCTION, INC

**IF YOU HAVE QUESTIONS PLEASE
CALL RANDY AT THE OFFICE, EXT 248**

THIS IS A: (CHECK ALL THAT APPLY)

NEW DIRECT DEPOSIT REQUEST

CHANGE TO CURRENT DIRECT DEPOSIT

CANCELATION OF CURRENT DIRECT DEPOSIT

AUTHORIZATION:

I authorize the direct deposit of my paycheck into the following account/accounts as indicated:

1. Amount _____ (DOLLAR AMOUNT OR ALL FOR ENTIRE CHECK)

Bank _____ **CHECK ONE** _____ SAVINGS OR _____ CHECKING

Bank transit routing # _____ Account # _____

***Savings accounts:**

Attach a deposit slip. You will need to call your bank to get the transit routing number.

***Checking accounts:**

Attach a copy of your check.

ADDITIONAL ACCOUNTS

2. Amount _____

Bank _____ **CIRCLE ONE**-----SAVINGS OR CHECKING

Bank transit routing# _____ Account# _____

3. Amount _____

Bank _____ **CIRCLE ONE**-----SAVINGS OR CHECKING

Bank transit routing # _____ Account # _____

This deposit will be in effect for each check that is issued through the payroll system. Example: If you receive a regular pay check and a advance vacation check, or a commission check, or a bonus check in the same week this deposit will be deducted from each check.

Please be aware that the bank/credit union has up to 48 hours to deposit funds into your account and that credit unions may take longer to post the funds than the banks. Therefore you should not be surprised if the funds do not reach your account until Friday afternoon.

This authority is to remain in full force and effect (A) as long as I remain an employee and my Employer's agreement with the Bank remains in effect or (B) until my Employer has received notification from me in writing of its termination in such time and manner as to afford my Employer and the Bank a reasonable opportunity to act on it (1 WEEK PRIOR TO PAYROLL DATE).

BEFORE MY ACCOUNT IS CLOSED I WILL NOTIFY THE PAYROLL DEPARTMENT

Employee name (Please print name)

Employee #

Signed

Date