

**PLEASE NOTE: DIRECT DEPOSIT WILL INITIALLY TAKE TWO PAY PERIODS TO GO INTO EFFECT - CHECKS WILL BE MAILED PRIOR TO THAT**

## PAYROLL DIRECT DEPOSIT AUTHORIZATION

Full Name & ID # : \_\_\_\_\_  New Authorization

Employee address : \_\_\_\_\_  Change  Add

Employee City and State : \_\_\_\_\_

Financial Institution : \_\_\_\_\_

Routing Number : \_\_\_\_\_

Branch (if applicable) : \_\_\_\_\_

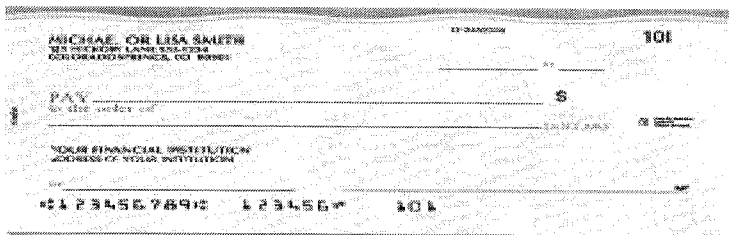
Indicate the type of account and list the dollar amount for that account, if listing 2 or more then you **MUST** list exact dollar amount for each account being deposited (percentage may NOT be used). **Must provide documents for all accounts being listed that list employee's name on account.**

<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	Account # _____	Amt \$ _____
<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	Account # _____	Amt \$ _____
<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	Account # _____	Amt \$ _____
<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	Account # _____	Amt \$ _____
<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	Account # _____	Amt \$ _____
<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	Account # _____	Amt \$ _____

**Attach voided check or official note on bank letterhead listing routing # and account # for each checking/savings account.**

I authorize Lifeworks Services, Inc. and the financial institution listed above to deposit my net pay automatically to my account(s) each pay day and to initiate adjustments, if necessary, for any entries made in error to my account(s). This authorization will remain in effect until I have cancelled it in writing or until I have been voluntarily or involuntarily terminated. Lifeworks reserves the right to charge a service fee to employee if a direct deposit has been rejected by our bank due to a closed account without notification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Routing Number      Account Number      Check Number