

OPTIONAL

Instructions for filling out the

DIRECT DEPOSIT Receiver Authorization Form

Please fill out the form on the back in the following manner:

- Name of Financial Institution – The name of your bank, credit union, or other financial institution (must be on list to be eligible).
- Checking or Savings – Please indicate whether the account is a checking account or a savings account.
- Bank Routing Number – also known as the Bank “ABA” number. This number is found at the very bottom left side of your check. Each financial institution has its own unique Routing Number.
- Employee/Account Holder Signature – REQUIRED
- Joint Account Holder Signature – Required only if the account requires two signatures on checks or for withdrawals.
- Voided Check – Highly recommended for the employer to verify routing and account numbers.

OVER

