

VALLEY ASSOCIATES, INC.

Direct Deposit Authorization

Authorization Agreement For Automatic Direct Deposits

(Complete a separate form for each account you are adding or changing)

If this is a new account:

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm the bank accepts direct deposits and verify the transit routing and account numbers.
3. Notify the bank that you are going to set up direct deposit through payroll.

Please check the appropriate line and complete:

_____ A new account (complete A through E below)

_____ Changing accounts for an existing direct deposit (complete A through E below)

_____ Account number you are replacing: _____

_____ Changing dollar amount of direct deposit (same accounts) (Complete C through E below)

_____ Canceling account (Complete C below)

(Payroll must cancel direct deposit BEFORE you cancel your account)

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A. Bank Name: _____

B. Bank Transit Routing Number: _____

C. Bank Account Number: _____

D. Checking _____ Savings _____

E. Full Deposit _____ Partial Deposit _____ Amount per payday: \$ _____

Please return to the Payroll Department with a voided check (checking accounts) or a deposit slip (savings accounts).

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I authorize Valley Associates, Inc. and the bank listed above to deposit my net pay or portion thereof as indicated into my account each payday. If funds to which I am not entitled are deposited to my account, I authorize Valley Associates, Inc. to direct the bank to return said funds to Valley Associates, Inc.. I understand that my deposit may not be credited to my account until 5:00 p.m. on the pay date indicated on the check voucher/pay statement.

Associate Name (Print): _____ **Date:** _____

Associate Signature: _____