

# PAYROLL DIRECT DEPOSIT AUTHORIZATION

- New to direct deposit program
- Add/change/delete existing direct deposits
- Stop all direct deposit effective: \_\_\_\_\_

		Employee name (last, first, middle initial)		Agency name		Work Phone	
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type	Account Type*		
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Amount \$ _____  <input type="checkbox"/> Balance	<input type="checkbox"/> Checking  <input type="checkbox"/> Savings		
Effective Date		Financial Institution (name, city, state)					
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type	Account Type*		
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Amount \$ _____  <input type="checkbox"/> Balance	<input type="checkbox"/> Checking  <input type="checkbox"/> Savings		
Effective Date		Financial institution (name, city, state)					
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type	Account Type*		
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Amount \$ _____  <input type="checkbox"/> Balance	<input type="checkbox"/> Checking  <input type="checkbox"/> Savings		
Effective Date		Financial institution (name, city, state)					

IF YOU SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH A DEPOSIT SLIP TO THIS FORM. (NOTE: DO NOT ATTACH THE DEPOSIT SLIP IF IT DOES NOT HAVE PRE-PRINTED BANK AND ACCOUNT NUMBERS.)

\* Adding a new direct deposit or changing account type, bank identification number or account number requires a prenote to be sent to the bank before the add or change becomes effective. A prenote sends your account type, bank ID and account number to the bank to assure the accuracy of the numbers. Changes should be effective 5 to 15 days after the agency enters the direct deposit in the payroll system.

Remarks \_\_\_\_\_

I authorize Tantasqua and my financial institutions indicated above to initiate electronic credit entries (direct deposit) of the amounts I designated and if necessary, debit entries and adjustments for any credit entries made in error to my accounts as I indicated above. I understand that this authorization will cause any previously authorized direct deposits to financial institutions to be discontinued.

Employee Signature	Date
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Send this form to your agency direct deposit designee. If you are not sure who this is, contact your payroll or personnel office.