

# *Authorization for Direct Deposit*

**On Paychecks**

Employee Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_

You can have your payroll check direct deposited into a maximum of two accounts.

Distribution #1
Bank Name:
Address:
Account Number:
Transit Routing Number:
Amount: \$ _____ or Percentage: _____ %
This is a (circle one): Checking                      Savings

Distribution #2 (Optional)
Bank Name:
Address:
Account Number:
Transit Routing Number:
Amount: \$ _____ or Percentage: _____ %
This is a (circle one): Checking                      Savings

By signing this paper, you hereby authorize Sunland to directly deposit your pay into the bank account specified. This authorization is to remain in force until the company has received a written notification that it is to be terminated or changed. Also, you grant Sunland the right to correct any electronic funds transfer resulting from an erroneous overpayment by debiting your account to the extent of such overpayment. Please allow one week for your direct deposit or any changes to become effective.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date