



Authorization Agreement for Direct Deposit

Please read this form carefully and write clearly.

If this is a new account, you must:

1. Already have the account set up at your bank
2. Find out if they accept direct deposits. Verify banks transit # and your account # (including dashes)
3. Notify the bank that you are going to set up direct deposit through accounting. Make sure that there isn't anything special you need to do as far as they are concerned.

Please check the action and fill out form below:

- Canceling account (complete item C below). Do not close an account unless you cancel it through accounting first.
- Direct Deposit already set up, changing \$ amount only (complete C through E below).
- A new account (complete A through E below).
- A new account to replace a direct deposit already set up (complete A through E below).
Which account are you replacing? _____

A. Bank Name: _____

B. Bank TBA #:

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C. Bank Account #:

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D. Checking Savings

E. Full Deposit

Please return to the Accounting Department with a voided check.

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

Applicant Signature: _____

Name (printed): _____ **Date:** _____