

Direct Deposit Authorization Form



I hereby authorize Schellinger Construction Company, Inc to directly deposit my wages into the bank account(s) listed below. Deposits can be made in percentages or fixed dollar amounts.

This authorization is to remain in force until the Company has received written authorization from me of its termination or change. Also, I hereby grant Schellinger Construction Company, Inc the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.

Please note, while your account information is being verified, your first week's paycheck will be mailed to your home address.

Name:

Signature:

Date:

** Refer to the example at the bottom of this document on how to find the **routing number** and **account number** on a **check***

Status (check one)

First time direct deposit has been set up for the employee

Change in direct deposit information for the employee

Account Information

Account No.1 (Primary Account)

Account type (must check one):

Checking Account

Savings Account

Personal Account Number:

ABA (Routing) Number:

Amount of pay to be deposited into this account:

\$ or %

** Any remaining funds will be deposited into this account*

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Account No.2

Account type (check one):

Checking Account

Savings Account

Personal Account Number:

ABA (Routing) Number:

Amount of pay to be deposited into this account:

\$ or %

Example: How to find the routing number and account number on a **check**

At the bottom of a **check**, you will **see** three groups of numbers:

1. The first group is your **routing number**
2. The second group is your **account number**
3. The third group is your **check number**

