



McGaw YMCA


Authorization Agreement for Direct Deposits

Instructions:

1. Print your name and social security number.
 2. Sign and date the form.
 3. Select requested action (enroll, cancel, change).
 4. Enter effective date.
 5. Complete appropriate direct deposit box(es) (entire amount to one account, or split between two accounts).
- If you are directing wages to a **checking account**, attach a **voided check** (not a deposit slip).
 - If you are directing wages to a **savings account**, attach a **bank form with routing number** (not a deposit slip).

NAME (please print): _____ **SS#:** _____ - _____ - _____

I authorize the McGaw YMCA to automatically direct deposit the above-indicated amount(s) from each of my paychecks to the bank(s) or other financial institution(s) as noted above. This authority will remain in effect until I notify McGaw YMCA in writing to the contrary. I understand that the McGaw YMCA will not be responsible for delays, which may occur within the banking system.

 **Employee Signature:** _____ **Date:** _____

Requested Action: **Enroll** **Cancel** **Change**

Effective Date: _____ or **As Soon As Possible** *Note that enrollment takes two (2) pay periods to activate.*

Direct Deposit All Of My Net Pay

Account Type: **Checking** – *attach voided check*

Savings – *attach bank form with routing number*

Bank Name: _____

Bank Address: _____ **Bank Telephone:** _____

Bank Routing Number: _____ **Account Number:** _____

OR

Split Direct Deposit This Amount or Percent _____

Account Type: **Checking** – *attach voided check*

Savings – *attach bank form with routing number*

Bank Name: _____

Bank Address: _____ **Bank Telephone:** _____

Bank Routing Number: _____ **Account Number:** _____

Split Direct Deposit This Amount or Percent _____

Account Type: **Checking** – *attach voided check*

Savings – *attach bank form with routing number*

Bank Name: _____

Bank Address: _____ **Bank Telephone:** _____

Bank Routing Number: _____ **Account Number:** _____

Submit to Payroll Department, 1000 Grove Street, 2nd Floor