



# DIRECT DEPOSIT AUTHORIZATION FORM

Please Print Name Clearly

Payroll Number

TYPE OF CHANGE:	<input type="checkbox"/> Add Account	<input type="checkbox"/> Change Deduction Amount	<input type="checkbox"/> Terminate Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Name	Routing/Transit Number	Account Number	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount to Deposit:	<input type="checkbox"/> Net Pay <b>OR</b> Deduction Amount: \$ <input type="text"/>

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Bank Name	Routing/Transit Number	Account Number	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount to Deposit:	<input type="checkbox"/> Net Pay <b>OR</b> Deduction Amount: \$ <input type="text"/>

**THINGS TO NOTE:**

You may have up to 8 accounts on direct deposit (4 checking and/or 4 savings) max.

**\*Please use a new form or the back of this form to add additional accounts.**

**AUTHORIZATION:**

I authorize I/N Tek & I/N Kote and the financial institution(s) shown above to credit my net pay or a portion of my net pay directly to my account(s) every pay date and to initiate, if necessary, debits to correct erroneous credits made to my account(s).

I understand that new accounts to direct deposit take two pays to take effect. If adding/replacing the Net Pay account, I will receive a paycheck in the mail on the initial pay date, thereafter, the new account takes effect.

**If receiving a paycheck and cashing prior to the pay date, you will incur any overdraft bank fees.**

This signed agreement will remain in effect until I file a new form.

Signature

Date