



Direct Deposit Authorization Agreement

- Please complete this form and return it to the payroll department.
- Be sure to include a voided (Cancelled) check from your checking account and/or a deposit slip for your savings account, whichever is applicable. The details from the check / deposit slip will be used to verify the account details.
- You also have the option to deposit a part of your net pay into a secondary account, such as savings or credit union account. Please specify the dollar amount from your net pay that should be deposited in your secondary account.

New Account

Account Change

Name:	Your Bank / Financial Institution:
Social Security Number:	City/State

Primary Account Number <hr/> Please check the applicable option: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Secondary Account Number <hr/> Dollar Amount \$ <hr/> Please check the applicable option: Checking <input type="checkbox"/> Savings <input type="checkbox"/>
--	--

I authorize GBC Services LLC and the above Financial Institution to deposit my net pay and/or flat amount automatically into my account(s) each payday, and to initiate any necessary adjustments for entries made in error to my account. I am responsible for verifying all the deposits with my bank before issuing any checks against my account. The authority is to remain in full force and effect until the Payroll Department has received WRITTEN notification of its cancellation by me.

(Signature)

(Date)

Attach Voided Check(s) / Deposit slip here.

- It may take a maximum of 2 pay periods before your paycheck is deposited into your bank account. During this time you will receive a live paycheck.
- When you make a **change** to your bank account, you might receive a live paycheck for two pay cycles. If your check continues to be deposited into your old account, please contact the Payroll Department.
- Please be advised that when you **cancel** your direct deposit, it will be effective in the next pay cycle. There may be a one-day delay dependent upon when your request is received by the Payroll Department. If your paycheck continues to be deposited into your account, please contact the Payroll department.