



Direct Deposit Authorization / Change Form

Employee Name _____ Region/District ____/____

Employee ID # _____ Pay Cycle (Circle One): Bi-Weekly, Hourly, Semi-Monthly or Monthly

Net Pay Direct Deposit

Bank Name: _____ Address: _____

City: _____ State: _____ Zip: _____

For all direct deposits (Primary Account): **Effective Date:** ____/____/____

Transit Number **Account Number**

_____|_____|_____|_____|_____|_____|_____|_____| _____|_____|_____|_____|_____|_____|_____|_____|_____|

Account Type (select one) _____ Checking _____ Savings _____ Credit Union

For additional direct deposits: **Effective Date:** ____/____/____

Transit Number	Account Number	Account Type	Amount / Percent
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_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____	_____
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Transit Number	Account Number	Account Type	Amount / Percent
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_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____	_____
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Transit Number	Account Number	Account Type	Amount / Percent
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_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____	_____
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Transit Number	Account Number	Account Type	Amount / Percent
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_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____	_____
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You **must** choose **either** a **flat amount** or a **percentage of net pay** to be deducted from each payroll.

Note: The bank selected to receive the direct deposit must be a member of the National Automated Clearing House Association (NACHA).

I _____ authorize UPS to initiate credit entries and correcting debit entries, if necessary, to the bank account noted above. This authority is to remain in full force until UPS has received written notification from me of its termination. Written termination shall be received in such time as to afford UPS, and the bank a reasonable opportunity to act on it.

Signed _____ Date _____

NOTE: When changing your Direct Deposit from one account to another, there will be a time delay in the transfer of account information. During this time period the employee will receive an actual paycheck. This check must be deposited or cashed by the employee. Direct Deposit funds are available on Friday.

******Please attach a voided check and return to your payroll department******