

Marchese Ford of Mechanicville Direct Deposit Authorization

Type of Transaction (check one): ☐ New ☐ Change ☐ Cancel

Last Name _____ First Name _____

Department _____ Location _____

To sign up to have your pay direct deposited into **ONE account only**:

- Complete Box 1 (PRIMARY ACCOUNT) only if you want 100% of your pay to go to this account.

To sign up to have your pay direct deposited into **TWO or MORE accounts**:

- Complete

Boxes 2 and/or 3 for each account into which you want to deposit a specific amount. Use even dollar amounts only, do not put cents.

- Complete Box 1 (PRIMARY ACCOUNT) for the account into which you would like the balance of your check deposited.

The paycheck you receive after you have submitted your form to Payroll will be a live paycheck.

Once your account(s) have been verified and, if the financial institution information you provided is correct, your subsequent pays will be directly deposited into the account(s) you have authorized.

NOTE: Upon termination your final pay from Jack Byrne Ford will be issued in a live paycheck rather than direct deposit.

Changing or closing an account: It is **IMPERATIVE** that you notify Payroll prior to closing an account. If your bank notifies you of any changes in routing numbers or your account number, you **MUST** notify Payroll immediately.

If you change, add, delete an account, you must submit a new form identifying how your entire pay is to be deposited. Failure to notify Payroll of account number changes could result in a delay in paying you.

For **CHECKING** accounts, attach a voided check to this form.

For **SAVINGS** accounts, contact your financial institution and ask for a Routing/Transit number and your account number to be used for ACH/Direct Deposit purposes.

BO X 1	PRIMARY ACCOUNT	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
	Routing Number:		Account Number:	
	Name of Financial Institution:			

BO X 2	ACCOUNT #2	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: \$ _____
	Routing Number:		Account Number:		
	Name of Financial Institution:				

BO X 3	ACCOUNT #3	SELECT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: \$ _____
	Routing Number:		Account Number:		
	Name of Financial Institution:				

I have authorized Jack Byrne Ford and the financial institution(s) listed above to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account(s).

Signature:

Date:
