

Final Paycheck Direct Deposit Authorization

To: _____
Employee

From: _____
Company Name

A full or partial deposit of your final wages including all accrued but unused vacation/PTO may be made to up to _____ checking or savings accounts at up to _____ different banks or credit unions. You may specify the amount to be deposited or specify that the balance remaining after previous deposits be directed to any account.

Your total final wages = \$ _____.

Your total accrued but unused vacation/PTO is \$ _____.

For the Account #1, select the account type and specify the dollar amount or check the box indicating that you want the total amount deposited to that account. For the remaining accounts, select the account type and specify the dollar amount or select the check box indicating that you want the remaining balance deposited to that account.

NOTE: When filling in the "9 Digit Routing Number" and "Account Number" information, please *be sure to verify them* with your bank or credit union before submitting this form.

Your accounts are the same as on your initial direct deposit authorization with the Company (attach original authorization) _____ Initial

Account #1	Select Account Type:	<input type="checkbox"/> Checking <i>(attach voided check)</i>	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$ _____	<input type="checkbox"/> Remaining balance \$ _____

Account #2	Select Account Type:	<input type="checkbox"/> Checking <i>(attach voided check)</i>	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$ _____	<input type="checkbox"/> Remaining balance \$ _____

Account #3	Select Account Type:	<input type="checkbox"/> Checking <i>(attach voided check)</i>	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$ _____	<input type="checkbox"/> Remaining balance \$ _____

Account #4	Select Account Type:	<input type="checkbox"/> Checking <i>(attach voided check)</i>	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$ _____	<input type="checkbox"/> Remaining balance \$ _____

I hereby authorize _____ (the Company) to deposit my final paycheck including all accrued but unused vacation/PTO **only** as specified above. This authorization shall be effective as quickly as the Company and the designated bank(s) or credit union(s) can act upon it and will terminate upon the receipt of said wages in the above account(s).

Signature

Date