



## Direct Deposit Agreement Form

We are please to offer you a new payday convenience – *Direct Deposit*. Now you can have your paycheck automatically deposited into your checking or savings account on payday. Direct Deposit is safe, convenient and easy. You do not even have to change your present banking relationship.

The first payday after setup you will receive an actual live check and your accounts will be verified through the Direct Deposit System. After account approvals, on payday, you'll receive a direct deposit voucher showing gross pay, taxes, other deductions and net pay and your money will be deposited into your account(s). The amount of the deposits will appear on your bank statements as well.

Please fill out the below form, sign and attach a voided check for each account listed. No deposit slips please.

### Authorization Agreement

I authorize my employer, LICB (Long Island Commercial Bank), and the financial institutions listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries which were incompletely funded by my employer or for any credit entries otherwise in error to the listed accounts each payday. This authority will remain in effect, until I cancel it in writing.

### Account Information

New Employee \_\_\_\_\_ Account change for existing employee \_\_\_\_\_ Delete Account \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Percentage % \_\_\_\_\_ Flat \$ \_\_\_\_\_  
Checking ☐ Savings ☐

Account Number: \_\_\_\_\_ Percentage % \_\_\_\_\_ Flat \$ \_\_\_\_\_  
Checking ☐ Savings ☐

### Signature

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employer Use Only	Company #:	Employer #
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**Note:** Any check not remaining after dispensing through the above accounts will be cut with an actual check. Please verify with your banking institutions the direct deposit routing and account numbers as sometimes these are different from what is listed on your paper checks. If you do not have a bank account, ask about signing up for the Certified Payroll Debit Access Cards.

Please attach a voided check or deposit slip and return this form to the Payroll Department.