

# Direct Deposit Authorization Form

Employee Name \_\_\_\_\_

Region/District \_\_\_\_/\_\_\_\_

Employee ID/SS# \_\_\_\_\_

**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 or Per Cent	Effective Date
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _	_____	_____	____/____/____
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _	_____	_____	____/____/____
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _	_____	_____	____/____/____
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _	_____	_____	____/____/____

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 United Parcel Service, Inc. 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 United Parcel Service, Inc. has received written notification from me of its termination. Written termination shall be received in such time as to afford United Parcel Service, Inc. 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 \*\*\*