

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH) OF PAYROLL
DALLAS AREA RAPID TRANSIT**

Instructions

Please send this completed form and a voided copy of a check or deposit slip to Susan Ramirez at mail code 7222. Completed forms may be faxed to 214-749-3136. PLEASE NOTE THAT IT WILL TAKE A MINIMUM OF 3 WEEKS (or 1 to 2 Pay Periods) FROM THE TIME TREASURY RECEIVES THE FORM FOR DIRECT DEPOSIT TO BECOME EFFECTIVE. This agreement will become null and void upon the notification of employee's termination from DART. If you have any questions, please call Susan at 214/ 749-3131 or Louann at 214/ 749-3663.

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I hereby authorize Dallas Area Rapid Transit (DART) to initiate credit and/or debit entries, if necessary, to my account(s) at the depository (Bank, Credit Union) indicated below. Debit entries will only be necessary to cancel erroneous credit entries (overpayments).

(Leave the amount space blank, if the whole check is deposited into the checking or savings account)

1) Type of Account (Select only one): [] Checking: \$ _____ [] Savings: \$ _____

Bank or Credit Union: _____

City: _____ State: _____ Phone: () _____

Routing (ABA) #: _____ Account #: _____

2) Type of Account (Select only one): [] Checking: \$ _____ [] Savings: \$ _____

Bank or Credit Union: _____

City: _____ State: _____ Phone: () _____

Routing (ABA) #: _____ Account #: _____

I understand that DART may contact my banking institution to obtain the Routing (ABA)#, and that DART's Treasury staff will verify the information and will provide assistance in resolving any problems.

I also understand that this authorization is to remain intact until DART has received written notification from me. It is further understood that it is my responsibility to notify DART Treasury of any changes in the above information. Once the Treasury enters these changes in the system, my Direct Deposit will stop for a 1 to 2 pay periods and I will receive a check until my Direct Deposit is reinstated.

Employee's Printed/Typed Name: _____ Employee #: _____

Employee's Work Phone: _____ Employee's Home Phone: _____

Signature: _____ Date: _____

PLEASE NOTE: Proceeds are deposited in the specified account on Thursday. If a holiday occurs during the week of payroll, the deposit will not be credited to your account until Friday. Use a separate form for each bank, if any of the accounts resides in a different bank. Any changes in the banking information must be reported to DART Treasury immediately. Please keep a copy of this agreement form for your files.

=====FOR TREASURY DEPARTMENT USE ONLY=====

Information verified by: _____ Date: _____

Computer entry accomplished by: _____ Date: _____