DIRECT DEPOSIT AUTHORIZATION
ELECTRONIC FUNDS TRANSFER (EFT)
FOR NEW EMPLOYEES

In an effort to move forward to a more paperless work environment, we encourage staff to enroll into direct deposit. Direct deposit provides numerous advantages for employees, such as easy access to their pay without standing in lines to cash checks or paying check-cashing fees. In addition, many banking institutions now offer customers Direct Pay Cards to access their account. Rather than checks, direct deposit customers receive debit cards that have no minimum balance requirement and no monthly service fee.

_____

PRINT - Employee Name First Middle Last

_____ _____

Social Security Number Work Location

Complete the Account Number Information, and **SUBMIT THIS FORM ALONG WITH A VOIDED CHECK** for the account into which the funds are to be transferred. EFT deposit will start within two (2) pay periods from the time payroll begins the file maintenance.

ACCOUNT NUMBER INFORMATION

Name of financial institution to which your net pay will be deposited

Account number _____ *(only one account may be specified)* ☐ Checking **OR** ☐ Savings

AUTHORIZATION:

I hereby authorize Lookout Mountain Community Services, hereinafter called Program, to initiate credit entries to the financial institution described above. This authorization is solely for the purpose of depositing my net pay to my checking or savings account, as indicated. This authorization is to remain in full force and effect until Program has received written notification from me of its termination in such time and in such manner as to afford Program a reasonable opportunity to act on it. I will receive written notice from the Program in the form of a Record of Direct Deposit, of the amount credited to my account.

_____ _____

Signature of Employee Date

NOTE: Have you attached a voided check ?