

# Direct Deposit Authorization Form

This **direct deposit authorization form sample** provides clear instructions for employees to authorize electronic payment deposits directly to their bank accounts. Employers can use this template to streamline payroll processing and ensure secure, timely salary transfers. The form includes essential fields and guidelines to facilitate accurate account setup and compliance.

## Employer Instructions

- 1. Provide this form to all employees who wish to enroll in direct deposit.
- 2. Ensure all required fields are completed legibly by the employee.
- 3. Request a voided check or official bank documentation to verify routing/account numbers.
- 4. Retain completed forms securely and update payroll records accordingly.
- 5. Allow 1–2 pay periods for direct deposit activation. Notify employees when enrollment is active.

## Employee Information

Full Name

Employee ID (if applicable)

Contact Email

## Bank Account Information

Bank Name

Account Type

Routing Number

Account Number

*Please attach a voided check or an official bank letter to verify your account information.*

## Authorization

I hereby authorize my employer to deposit any wages or other payments due to me directly into the bank account(s) specified above. This authorization will remain in effect until I provide written notice of cancellation.

Employee Signature

Date