

# Direct Deposit Authorizations Form

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Name: \_\_\_\_\_ S.S.#: \_\_\_\_\_

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If you would like to take advantage of Direct Deposit of your payroll check, simply complete the information required below. Please attach a **VOIDED CHECK** or copy of check to this form. We will not be able to accept a deposit slip.

**Check Only One:**

\_\_\_\_\_ New Enrollment  
\_\_\_\_\_ Rehire

**Reason For Change: (Please print Yes or No)**

\_\_\_\_\_ Changing Account Number\*  
\_\_\_\_\_ Closed Account  
\_\_\_\_\_ Cancel my Direct deposit  
\_\_\_\_\_ Changing Banks\*

\*If you are changing your account to a pay card, you will need to call and speak with payroll to confirm your identity. We ask that you call us so we can do our due diligence to protect you and your money. While pay cards have a legitimate use, they are also widely used for fraud due to the lack of identification required to open an account and the difficulty of reversing funds from these accounts. By signing below, I understand the possible risk inherent with using a pay card, and that Gateway Healthcare Professionals is doing everything they can to protect my identity.

**Depository Information**

<p><b><u>Deposit 1</u></b></p> <p>Bank Name: _____</p> <p>Check only one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Pay Card</p> <p>Bank Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>(First grouping of numbers printed at the bottom of your check)</p> <p>Account Number: _____</p>	<p>Amount deposited</p> <p>\$ _____</p>
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<p><b><u>Deposit 2</u></b></p> <p>Bank Name: _____</p> <p>Check only one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Pay Card</p> <p>Bank Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>(First grouping of numbers printed at the bottom of your check)</p> <p>Account Number: _____</p>	<p>Amount to be deposited</p> <p>\$ _____</p>
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<p><b><u>Deposit 3</u></b></p> <p>Bank Name: _____</p> <p>Check only one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Pay Card</p> <p>Bank Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>(First grouping of numbers printed at the bottom of your check)</p> <p>Account Number: _____</p>	<p>Amount to be deposited</p> <p>\$ _____</p>
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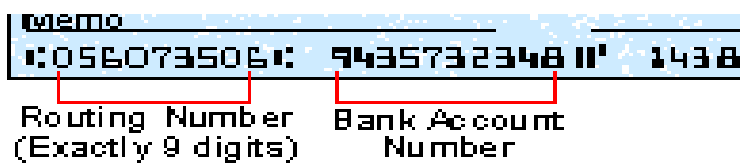
I authorize credit entries and any adjustments to be made to my account.

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

## General Instructions for Direct Deposit Requests

- You must include a **VOIDED CHECK** for every account you have. A copy of a voided check will also be accepted. If you are depositing into a savings account, please obtain a savings account card with the routing number and account number written on it, or a letter from your bank including this information will suffice.
- If you currently have direct deposit and you make a change, either by changing banks or opening a new bank account you will have to go through the pre-noting stage again. This process usually takes 10 day or more.
- The routing number is the first 9 digits at the bottom of your check reading left to right. The account is the second group of numbers that follow.

### CHECK EXAMPLE (Bottom Left Corner of Check)



memo  
⑆056073506⑆ 9435732348 ⑈ 1438

Routing Number (Exactly 9 digits)      Bank Account Number