

PAYROLL DIRECT DEPOSIT AUTHORIZATION

Name _____ Account Type: Checking
Home Address _____ Savings
City _____
State _____
Zip Code _____

For **Checking Deposits** attach or fax a VOIDED CHECK- not a deposit slip so that Espo Engineering Payroll can process direct deposit authorization of your paycheck with your financial institution.

For **Saving Deposits** attach or fax a deposit slip and include the routing number as well as the account number.

Note! The document that you attach to this memo must clearly indicate your account number and your financial institution's 9 digit routing transit number.

I authorize Espo Engineering Payroll to deposit the net pay amount each payday directly to the selected checking or savings account at the financial institution indicated above.

*** Direct Deposit should become effective 2-3 weeks after payroll receives your form or as soon as your account is properly set up.

Signature

Date

*** Please Contact Sharon Mercier at (630) 789-2525 x 243 if you have any questions regarding the direct deposit program. 630- 789-2608 FAX