



# Jamestown Area YMCA

## Direct Deposit Authorization

### Authorization Agreement For Automatic Direct Deposits

(Complete a separate form for each account you are adding or changing)

**If this is a new account:**

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm the bank accepts direct deposits and verify the transit routing and account numbers.
3. Notify the bank that you are going to set up direct deposit through payroll.

**Please check the appropriate box and complete:**

- A new account (complete A through E below)
- Changing accounts for an existing direct deposit (complete A through E below)  
Account number you are replacing: \_\_\_\_\_
- Changing dollar amount of direct deposit (same accounts) (Complete C through E below)
- Canceling account (Complete C below)  
**(Payroll must cancel direct deposit BEFORE you cancel your account)**

.....  
A. Bank Name: \_\_\_\_\_

B. Bank Transit Routing Number:

C. Bank Account Number: \_\_\_\_\_

D. Checking  Savings

E. Full Deposit  Partial Deposit  Amount per payday: \$\_\_\_\_\_

Please return to the Office Manager with a voided check (checking accounts) or a deposit slip (savings accounts).  
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I authorize Jamestown Area YMCA and the bank listed above to deposit my net pay or portion thereof as indicated into my account each payday. If funds to which I am not entitled are deposited to my account, I authorize Jamestown Area YMCA to direct the bank to return said funds to Jamestown Area YMCA. I understand that my deposit will pre-note the first pay date after I submit this form and I will have an actual paycheck for that date. The direct deposit will begin on the second pay date.

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Social Security # (Required):** \_\_\_\_\_