

# DIRECT DEPOSIT FORM

Authorization agreement for Direct Deposit of Payroll

Company Name \_\_\_\_\_

I (we) hereby authorize Boylston Staffing, hereinafter called Company, to initiate credit entries to my (our) (  ) Checking (  ) Savings account—(Select One)—indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account. I (we) also authorize COMPANY to initiate debit entries to my (our) account where a credit has been initiated in error.

DEPOSITORY NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME (s) \_\_\_\_\_ ID NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED X \_\_\_\_\_

## Businesses and other Organizations

If the receiver is a business or other organization, e.g., government unit, partnership, etc., the form of authorization is a matter to be determined between you and the receiver. The nature of the authorization agreement for business transactions can vary depending upon the nature and complexity of the transactions involved and the relationship between you and the receiver. For example, if you are concentrating funds from or disbursing to your own subsidiaries, the agreement between you and the receiver would be entirely different from an agreement you would use with your vendor or independent distributor. Either in the authorization itself or separately, you will need to collect the following information about the receiver:

- Receiving bank routing transit number
- Receiver's bank account number
- Whether the account is a checking or a savings account

One method to collect information is to ask the receiver to give you a voided check for the amount that you are to credit or debit. Sometimes it may be appropriate to establish a dollar limits.