



SHOSHONE-PAIUTE TRIBES

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Please read and follow these instructions.

Use this form to add, change or cancel a direct deposit. Each account requires a separate form and all changes must be in writing.

A partial deposit requires a flat dollar amount to be specified. A full direct deposit requires net pay to be deposited into one account. (If a partial deposit of a flat \$ amount is specified, the balance will go into another account or be issued as a check if no secondary account is listed.)

To set up direct deposit, you must:

- ◆ Find out if the institution accepts direct deposits. Verify the transit number and your account number.
- ◆ Notify the financial institution that you are setting up direct deposit through payroll. Determine if there are special requirements.

NOTE: Most financial institutions are set up to receive Direct Deposits. Some brokerage firms, however, are not. It is the employee's responsibility to make sure the financial institution will accept it.

Please check the appropriate blank:

New Account _____ Change Partial Deposit Amount _____ Cancel Amount _____

Bank Name: _____

Transit (ABA) #: _____ Account #: _____

Please check the appropriate Account type:

Checking Account _____ Savings Account _____

Full Deposit _____ Full Deposit _____

Partial Deposit \$ _____ (Specify Amount) Partial Deposit \$ _____ (Specify Amount)

I hereby authorize _____ (Company Name) to initiate deposits to account(s) as indicated above and the depository named above, to credit the same to such account.

Employee Name: _____

Employee Signature: _____ Date: _____

PLEASE ATTACH A VOIDED CHECK