

AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT

Instructions:

You can designate up to (3) different accounts and/or Financial Institutions for your direct deposit. For fixed amounts it will only take all or none of the amount you have indicated. "DO NOT" close an existing account without notifying the payroll office first. Failure to do this will delay your receipt of a paycheck.

Attach the following:

For **CHECKING** Accounts a voided check is needed.

For **SAVINGS** Accounts you may use a membership card or a direct deposit instruction letter from your bank.

NET PAY DEPOSIT

CANCEL my current net pay deposit

CHANGE my current NET PAY

DEPOSIT my NET PAY into my

CHECKING

SAVINGS

Routing/Transit Number _____ Account Number _____

Bank/Financial Institution _____ City & State _____

FIXED AMOUNT DEPOSIT (PRIORITY 1)
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CANCEL my current fixed amount deduction

CHANGE my current fixed amount

Deposit \$ _____

into my:

CHECKING

SAVINGS

Routing/Transit Number _____ Account Number _____

Bank/Financial Institution _____ City & State _____

FIXED AMOUNT DEPOSIT (PRIORITY 2)
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CANCEL my current fixed amount deduction

CHANGE my current fixed amount

Deposit \$ _____

into my:

CHECKING

SAVINGS

Routing/Transit Number _____ Account Number _____

Bank/Financial Institution _____ City & State _____

I hereby authorize the Mosaic Business Services to initiate electronic credit entries and, if necessary, debit entries to reverse erroneous credits, to my account(s) indicated above and to the financial institution(s) named above to credit and/or debit the same to such account(s).

Print Name _____ Company _____ Soc Sec # _____

Signature _____ Date: _____

This Authority shall remain in full force and effect until Mosaic Business Services has received written notification from me of its termination in a timely manner as to afford Mosaic Business Services and financial institution(s) a reasonable opportunity to act upon it. Receipt of such notification seven (7) days prior to a pay date will ensure timely processing. Mosaic Business Services reserves the right to terminate this agreement without any prior notification.

For Internal Use Only: New Bank Account Number entered by _____

Reviewed by _____