

# AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Using this form, you may add, change, or cancel direct deposit(s) into your accounts.

## ADD NEW DIRECT DEPOSIT(S)

Your entire paycheck may be direct deposited into a single account or split between two accounts.

### DIRECT DEPOSIT #1

Account type:  Checking  Savings

Select one:  Full paycheck  Partial paycheck

If partial paycheck, specify exact amount: \$ \_\_\_\_\_

Financial institution: \_\_\_\_\_ Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

### DIRECT DEPOSIT #2 (optional)

Account type:  Checking  Savings *Note: The remaining amount of paycheck will be deposited into this account.*

Financial institution: \_\_\_\_\_ Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

*For each account, please attach a voided check or printout from the financial institution.  
The attachment(s) must show the account and routing numbers.*

## CHANGE OR CANCEL EXISTING DIRECT DEPOSIT(S)

Select one:  Change deposit amount into this account  Cancel direct deposit into this account

Account type:  Checking  Savings

Financial institution: \_\_\_\_\_ Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

If changing amount, specify new amount: \$ \_\_\_\_\_

## AUTHORIZATION

*I hereby authorize Braintree Group, LLC to initiate deposits to my account(s) as indicated above and the depositories named above to credit the same to such account(s).*

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_