DUNNING
ADVISORS | CPAs

DIRECT DEPOSIT AUTHORIZATION

The most secure method to modify your direct deposit information is through your secure ADP application (ADP application is not available in all cases). If you absolutely have to update using this form, ensure you use only secure methods of transmission. Sending it through email is not considered safe.

Name (*please print*):_____ Date Submitted:_____

Social Security Number:_____-_____-_____ Birthdate:_____

Add   Change   Cancel the following deposit (*pick one*)

Name of Financial Institution: _____

Routing #:_____ Account #:_____

Checking   Savings   Paycard (*pick one*)
_____

Amount of deposit (*pick one*)

Net (Remainder) deposited
Specific amount deposited $_____(*indicate amount*)

Add   Change   Cancel the following deposit (*pick one*)

Name of Financial Institution: _____

Routing #:_____ Account #:_____

Checking   Savings   Paycard (*pick one*)
_____

Amount of deposit (*pick one*)

Net (Remainder) deposited
Specific amount deposited $_____(*indicate amount*)

I authorize you and the financial institution below to deposit my pay automatically to my bank account each payday. Adjusting entries to correct errors are also authorized. This authorization is to remain in full force and effect until written notification is given to the **COMPANY** of its termination and in such manner as to afford **COMPANY** and **DEPOSITORY** a reasonable opportunity to act on it.

Signature: _____Date:_____

Email Address: _____
PLEASE ATTACH A VOIDED CHECK (CHECKING)

PAYROLL MANAGER TO COMPLETE:
I have verbally confirmed with my employee that this direct deposit form is valid (not a scam).

Signature: _____Date:_____