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**Carolina Conference of SDA**

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*Authorization Agreement for Direct Payroll Deposit(s)*

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Employee Name: \_\_\_\_\_

(Please clearly print your name as it appears on your bank account)

Email Address: \_\_\_\_\_

(Please provide email address to receive paystub by email)

**I hereby authorize** the Carolina Conference (hereinafter called the CONFERENCE) to initiate or change credit entries to my account(s) indicated below and the depository(s) named below to credit the same such account(s), and in the event a credit is made to my account in error, I authorize the Conference to make a correcting entry under the condition that I am notified of said adjustment.

**I also attest** that I understand this authorization is to remain in full force and effect until the Conference has received **WRITTEN** notification from me of its termination, or until such time as I complete and sign a *Authorization Agreement for Direct Payroll Deposit* that modifies this agreement.

**I understand in this regard that it is my responsibility to provide timely written notification to the Conference if I close or change bank accounts or wish to discontinue this agreement, and I hold the Conference harmless for checks that may be misdirected because of my failure to timely make said written notification.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Depository Information**

**(1) If you want your entire payroll check deposited to one account, please write "Total Net Check" on the line # 1 shown below.**

**Bank Name:** \_\_\_\_\_ **Routing Number** \_\_\_\_\_  
**Account Number** \_\_\_\_\_ **Amount (line #1) \$** \_\_\_\_\_

**(2) If you want your check to be deposited into two accounts, list a dollar amount on the line #2 below and the remainder will then be deposited into the first bank account shown above (line #1).**

**Bank Name:** \_\_\_\_\_ **Routing Number** \_\_\_\_\_  
**Account Number** \_\_\_\_\_ **Amount (line #2) \$** \_\_\_\_\_

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**Please attach voided check(s)**

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