

**Direct Deposit is voluntary; if you want your monthly paycheck via direct deposit, you must complete this form**  
**AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSITS**

You must complete a separate form for each account you are adding, changing, or deleting.

**If this is a new account:**

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm the bank accepts direct deposits and **verify** the ABA/transit routing and account numbers.
3. For savings accounts, you **MUST** confirm the ABA/transit routing number with your bank.
4. Notify the bank that you are going to set up direct deposit through payroll.

**Please check the appropriate box and complete:**

- NEW - Set up a new account (Items A through E below).
- CHANGE - Direct deposit already set up, changing dollar amount only (Items C through E below).
- CANCEL - Stopping an existing direct deposit (Item C below).

You must cancel direct deposit on Payroll BEFORE you cancel the account at the bank.

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A. Bank Name & Address: \_\_\_\_\_  
\_\_\_\_\_

B. Bank ABA/Transit Routing Number (9 digits):

C. Bank Account Number:

D. Checking:

Savings:

E. Full Deposit:

Partial Deposit: \$ \_\_\_\_\_  
(amount per paydate)

**\*\*\* Please return to the Payroll Department, with a voided check for checking, or a deposit slip for savings \*\*\***

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- ~~ I authorize American Steamship Company and the bank listed above to deposit my new pay or a portion thereof, as indicated, into my account each payday.
- ~~ If funds to which I am not entitled are deposited to my account, I authorize American Steamship Company to direct the bank to return said funds to American Steamship Company.
- ~~ I understand that it is **my** responsibility to ensure that my wages are being deposited correctly into my account each payday.

EMPLOYEE NAME (Print Please): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

SOCIAL SECURITY # (Required): \_\_\_\_\_

DATE: \_\_\_\_\_