

You

First

M.I.

Last Name

Street Address

City, State, Zip

Social

Birth Date

Email

Primary Phone

**Instructions:** Please mark ADD or CHANGE and return to your employer.

☐ ADD ☐ CHANGE

## Requester (optional)

Name

Send to

Return by

## Pay Details

Church/Organization

Annual Salary/Hourly Rate

Optional Pay Notes

Optional Deductions Notes

Hire Date

Department/Division (optional)

Pay Frequency

## Your Payment Method

**Instructions** Please enter your direct deposit options below. Multiple accounts may be used. Please see check example for correct routing and account #s.

☒ Direct Deposit

ACH R/T 123456789

FOR

123456789

000123456789

1001

123456789

ABA Check Routing Number

Account Number

Check Number

ACH Routing/ Transit Number

	Type (Select)	Amount/Percent	Routing #	Account #
Primary Account				
Secondary Account	Type	Amount/Percent	Routing #	Account #

## Direct Deposit Authorization

I hereby authorize & request thread to make payment of any amounts owing to me by initiating credit entries to my bank accounts indicated above, and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account(s) indicated above, hereinafter called depository, to credit and/or debit the same to such account. This Authority is to remain in full force and effect until company has received written notification from me of its termination in such time and in such manner as to afford company and depository a reasonable opportunity to act on it. I recognize, acknowledge, and accept that this service is being provided for my convenience. As such, I agree to hold the company, thread, each participating bank and NACHA harmless from any claim incident to the operation of this plan, arising from any act or omission by the company or thread, their employees, including, without limitation, any claim based on alleged loss as a result of any non-credit of any deposit, and any claim which may be made by any depositor as a result of the rejection of any of his debits because of insufficient funds arising from the failure to credit deposits to his/her account.

Sign Here

☒ Accept & Begin ☐ Decline