Authorization for Direct Deposit

Please complete the following form to document where RELCO should deposit your regular paychecks. You may select either your checking, savings or money market account at your financial institution.

Candidate Employee Name	**Social Security Number**
Street Address	**City** **State** **Zip Code**

Bank Information		
Institution Name	Street Address	City State Zip Code
CHECK ONE ☐ Each Payday deposit my entire net pay into my primary account.	**Primary Account Number:** ☐ Checking ☐ Savings ☐ Money Market	**Transit Routing Number** ⑆_____⑆
☐ Each payday deposit into my primary account the amount of S_____ and the balance into my secondary account.	Secondary Account Number: ☐ Checking ☐ Savings ☐ Other_____	Your Transit Routing Number appears at the bottom of your checks between the markings indicated above.

I, _____, authorize RELCO, at its sole option, to deposit my paychecks with the financial institution I have indicated, or to issue a paycheck to either my home address on file or to my primary work facility. If by direct deposit the financial institution is authorized to credit those deposits to account(s) indicated. I agree that RELCO may deduct $50 from each paycheck that I do not have a valid direct deposit authorization in force as reimbursement for the cost of preparing and sending me a manual check. I also understand that direct deposit is an employment requirement and failure to maintain a valid direct deposit authorization may subject me to termination.

This authority will remain in effect until I have given 30 days written notice of its termination or until my employer or financial institution has given me 10 days notice that this direct deposit has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I authorize my financial institution to make the appropriate adjustment.

_____ _____

Signature Date