



**DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

NEW AUTHORIZATION       CANCEL DIRECT DEPOSIT       CHANGE IN ACCOUNT  
 ADD ADDITIONAL ACCOUNT       CHANGE IN DOLLAR AMOUNT

Please Print Legibly:

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ (REQUIRED) THIS FORM WILL NOT BE PROCESSED WITHOUT YOUR SOCIAL SECURITY NUMBER.

LEGAL NAME (as it appears on your SSN card) \_\_\_\_\_

\*\*\*\*\*  
**FIRST ACCOUNT (REQUIRED)**

DEPOSIT INTO MY  CHECKING or  SAVINGS

BANK / CREDIT UNION \_\_\_\_\_

\_\_\_\_\_  
TRANSIT ROUTING NUMBER

\_\_\_\_\_  
ACCOUNT NUMBER (Verify the TRN & Account #'s with your bank if necessary)

**SECOND ACCOUNT (OPTIONAL)**

DEPOSIT PARTIAL AMOUNT \$ \_\_\_\_\_  CHECKING or  SAVINGS

BANK / CREDIT UNION \_\_\_\_\_

\_\_\_\_\_  
TRANSIT ROUTING NUMBER

\_\_\_\_\_  
ACCOUNT NUMBER (Verify the TRN & Account #'s with your bank if necessary)

- ✓ IT IS EXTREMELY IMPORTANT TO PRINT ALL NUMBERS CAREFULLY.
- ✓ PLEASE ATTACH A COPY OF A VOIDED CHECK, NOT A DEPOSIT SLIP.
- ✓ PLEASE GIVE TO YOUR EXCEL SUPERVISOR OR FAX TO THE PAYROLL DEPT. @ 303.805.2400
- ✓ PLEASE KEEP A COPY FOR YOUR RECORDS.

I authorize Excel Personnel, Inc. to initiate credits (and/or modify previous authorized credits) to the financial institution designated above. I understand that sometimes, although rare, the credit to my account may be late. Excel Personnel, Inc. will not be responsible for any bank fees (set up fees, monthly fees, overdraft fees) that may be incurred in conjunction with this authorization. If using a joint account, I have notified my co-account partner that I am using Direct Deposit. This authorization will remain in effect while I am employed with Excel Personnel, Inc. until I give written notice to either modify or terminate this authorization. Excel Personnel, Inc. retains the right to end direct deposits at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date