



**Direct Deposit Election Form for Temporary Employees  
Employee Authorization Agreement for Direct Payroll Payments**

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

- New Direct Deposit Setup
- Change existing Direct Deposit setup
- Cancel Direct Deposit

**\*\*Please note: The election of Direct Deposit, and the account information listed below, will remain in effect until the Boly:Welch payroll department is notified by you in writing that your account information has changed or that you no longer would like your checks deposited electronically, regardless of a break in employment.**

\_\_\_\_\_ (Please initial here that you have read the statement above)

<b>Account #1</b>	Account type:	<input type="checkbox"/> Checking (Must attach voided check)	<input type="checkbox"/> Savings (Attach deposit slip)
Bank Name: _____			
Routing Number: _____		Account Number: _____	
Requested amount for this account: (select one)			
<input type="checkbox"/> Entire Balance	<input type="checkbox"/> % of Net Pay: _____ %	<input type="checkbox"/> Specific Amount: \$ _____	

<b>Account #2</b>	Account type:	<input type="checkbox"/> Checking (Must attach voided check)	<input type="checkbox"/> Savings (Attach deposit slip)
Bank Name: _____			
Routing Number: _____		Account Number: _____	
Requested amount for this account: (select one)			
<input type="checkbox"/> Remaining Balance	<input type="checkbox"/> % of Net Pay: _____ %	<input type="checkbox"/> Specific Amount: \$ _____	

<b>Account #3</b>	Account type:	<input type="checkbox"/> Checking (Must attach voided check)	<input type="checkbox"/> Savings (Attach deposit slip)
Bank Name: _____			
Routing Number: _____		Account Number: _____	
Requested amount for this account: (select one)			
<input type="checkbox"/> Remaining Balance			

I authorize Boly:Welch to deposit my paycheck each payday directly into the account(s) listed above. This agreement will remain in effect until I have given notice that I am terminating it, or until Boly:Welch has notified me that this service has been discontinued. If an incorrect deposit should be made into my account(s), I authorize Boly:Welch and my bank(s) to make the appropriate adjustment(s).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_