

**Employee's authorization for direct deposit of payroll**

This form gives the Rushmore Bookkeeping and your financial institution authorization to deposit your paycheck into your account on payday. Simply complete the form in order to take advantage of this service. All you need to do is:

1. Print out this form.
  2. Mark whether you would like the deposit to your checking OR savings account.
  3. Fill in requested information, including signature.
  4. Attach a voided or cancelled check for deposit into a checking account. Or, attach a deposit ticket for deposit into a savings account. We cannot process this request without proper documentation attached.
  5. Send this request to the Rushmore Bookkeeping, and enjoy the convenience of automatic deposit.
- To ensure accuracy and reliability, the direct deposit will go through two steps. The first step is called the "pre-note" month when account information is verified. During the "prenote" month, payroll sends a \$0 deposit to your account to ensure accurate routing and account numbers are being used. During the "pre-note" month, you will receive a live check that you will need to pick up in your department. Payroll monies will begin to be electronically deposited in the month following the "pre-note".

*I authorize the Rushmore Bookkeeping and the financial institution listed below to initiate electronic entries to my account listed below each payday. This authority will remain in effect until I have cancelled this in writing.*

\_\_\_ **Checking Account** (Please attach voided or cancelled check) \_\_\_ **Savings Account** (Please attach deposit ticket)

\_\_\_\_\_  
Name (please print) Social Security Number

\_\_\_\_\_  
Bank Name Bank Routing Number

\_\_\_\_\_  
City, State Account Number

\_\_\_\_\_  
Signature Date

Return completed form to the Rushmore Bookkeeping