

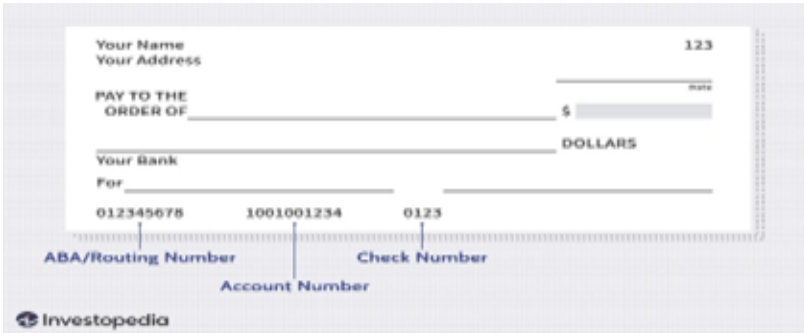


Triangle

# DIRECT DEPOSIT AUTHORIZATION

**DO NOT email or fax this form, voided checks or bank letters**

See the illustration below to locate the bank routing number and your account number on a voided check.



Required documents with routing and account numbers:

- Voided check(s)
- Account verification letter(s) from the bank or financial institution

**Deposit slips are not accepted**

- Direct Deposit is required. Employees must sign an authorization allowing GoTriangle to deposit money into designated bank accounts.
- Employees must neatly print or type in the information below and return it with a voided check(s) or account verification letter(s) from the bank or financial institution.
- Use additional forms to designate more than two accounts.
- **Employee expense reimbursements paid via accounts payable will be direct deposited to the account designated "Remainder of Net Pay"**

**Employee Name:**

**Employee ID #:**

**Deposit into the following Account(s)**

Bank Name 1:

Bank Name 2:

9-digit Routing # 1:

9-digit Routing # 2:

Accounting #1:

Accounting #2:

Checking  or Savings

Checking  or Savings

Amount 1:  \$ pay period

Amount 2:  \$ pay period

**OR 1  remainder of net pay**

**OR 2  remainder of net pay**

Include any special instructions on the reverse of this form.

GoTriangle is hereby authorized to directly deposit my pay to the account(s) listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee's Signature

Date

**Submit signed form(s) and voided check(s) and /or bank letter(s) to Human Resources**