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# Direct Deposit Authorization Form

## How to enroll for automatic payroll deposit:

1. Read and fill in Authorization Agreement.
2. Determine where you want your paycheck deposited, and **ATTACH A VOIDED CHECK** for that account. **(Funds can be deposited into any existing checking or savings account).**
3. Return completed form to your employer.

## AUTHORIZATION AGREEMENT

**YES!** Please sign me up for automatic payroll deposit. I authorize my employer to deposit my paycheck, each payday, into the account named below. This authority will remain in force until I have given written notice to cancel it or until my employer has notified me that this service has been terminated.

PLEASE PRINT	
Employee name	_____
Payroll #	_____
Please deposit my entire check to	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank/Financial institution name	<b>Kinecta Federal Credit Union</b>
Bank/Financial institution account #	_____
<small>Attach voided check for checking or enter base account number for savings.</small>	
Bank/Financial institution routing/transit #	<b>322278073</b>
Please cancel my direct deposit effective	_____
<small>I understand my employer has the right to reverse erroneous entries. I understand my employer may require 1 (one) to t3 (three) pay periods for this authorization to take effect.</small>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date