



# Altera Payroll

2400 Northside Crossing

Macon, GA 31210

Phone: 478-477-6060 Fax: 478-477-6020

## DIRECT DEPOSIT AUTHORIZATION AGREEMENT

COMPANY: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

I hereby authorize Altera Payroll hereafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository named below, hereafter called DEPOSITORY, to credit and debit the same entries to such account.

DEPOSITORY (BANK) NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BANK TRANSIT NO: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

INDICATE ACCOUNT TYPE: CHECKING OR SAVINGS

AMOUNT OR PERCENT TO BE DEPOSITED (100% of net pay or flat amount): \_\_\_\_\_

This authority is to remain in full force and remain in effect until COMPANY has received written notification from me on its termination in such time and in such manner as to afford COMPANY a reasonable time to act on it.

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: REQUIRED INFORMATION - Please attach a voided blank check to validate account information. If no check is available, please request direct deposit documentation from your bank that includes the routing number and bank account number needed for direct deposits.

Special Note: It is agreed upon signing this form, I understand that Altera Payroll not responsible for the consequences of any late or lost deposits beyond their control.