

Reach Dane
Payroll
Direct Deposit Authorization Agreement

Employee Name

I authorize Reach Dane to initiate credit entries to my checking or savings account at the Financial Institution indicated below. The Financial Institution so indicated is authorized to credit, and if necessary, debit for any credit entries the Financial Institution made in error, to the same account.

Name of Financial Institution (Print Clearly)

City

State

Zip

Type of Account (Check One)

Checking

Savings

Routing Number

Account Number

This authority is to remain in full force and effect until Reach Dane has received written notification from me of its termination. Notice of its termination shall be made in such time and manner as to afford Reach Dane and the Financial Institution a reasonable opportunity to act on it.

Signature: _____ Date: _____

** IF YOU ARE DEPOSITING TO A CHECKING ACCOUNT, ATTACH A VOIDED CHECK OR SUBMIT AN AUTHORIZED LETTER/FORM FROM YOUR BANK WHICH INCLUDES THE ROUTING AND ACCOUNT NUMBER.*

** IF YOU ARE DEPOSITING TO A SAVINGS ACCOUNT, PLEASE CONTACT YOUR FINANCIAL INSTITUTION FOR THE SAVINGS ACCOUNT NUMBER AND ROUTING NUMBER.*

Reach Dane, 2096 Red Arrow Trail, Madison, WI 53711 Fax (608) 275-6756

HOW TO IDENTIFY YOUR BANK ACCOUNT INFORMATION

How to locate the routing and account numbers:

Employee Name	0000
Home Address	
City, State Zip	<u>SAMPLE</u> Date _____
<i>PAY TO THE ORDER OF</i> _____	\$
	Dollars
Financial Institution Name	
Address	
1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 0000

Routing Number is a 9-digit number which identifies the Financial Institution

Account Number may vary in length of digits and spaces. At the end of the account number you will most often find a symbol of two vertical lines followed by a small solid rectangle.

Check number may be shown on this bottom line - do not include it in your account number