

# CAMP - of - the - WOODS

## DIRECT DEPOSIT AUTHORIZATION

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### ACCOUNTS

You can chose to deposit funds into one or multiple accounts. Please indicate the percentage of funds you would like deposited into each account, or write "**my net pay**" for all funds to deposit into one account.

#### Account 1

Bank Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Account Type:      Checking      Savings

#### Account 2 (optional)

Bank Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Account Type:      Checking      Savings

#### Account 3 (optional)

Bank Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Account Type:      Checking      Savings

Please attach either a **void check**, a **screenshot** from your online banking, or a piece of **mail** from your bank. The document or screenshot must contain your full **account and routing number** and your **name**.

We cannot accept handwritten bank info or a document without your name visible. This policy protects you from mismatched account information and helps us prevent clerical errors with inputting your info into payroll.

### SIGNATURE

By signing below, I authorize CAMP-of-the-WOODS to initiate credit entires (deposits) and, if necessary, debit entries and adjustments for any credit entries made in error, to my account(s) listed above. To ensure proper distribution of my pay, I agree to immediately notify the Finance Deparment of any changes to this information. This direct deposit request will remain in effect until I notify, in writing, the Finance Department to terminate it, or until my employment is terminated.

\_\_\_\_\_ Date: \_\_\_\_\_