

**SUB-BOARD I, INC.
EMPLOYEE AUTHORIZATION
PAYCHECK DIRECT DEPOSIT**

Please Print All Information Legibly

EMPLOYEE INFORMATION

Employee Name _____

Social Security No. _____

Local Address _____

Phone No. (_____) - _____
Area Code

BANK INFORMATION

Bank Name _____

Bank Address _____

Bank Phone No. (_____) - _____
Area Code

ACCOUNT INFORMATION

My Account Number is: _____

Type of Account:

- Checking** (*You **must** attach a voided check to this form*)
- Savings** (*Please attach a pre-printed deposit slip, if available
or provide Bank ABA Number: _____*)
- Other** (*Please describe _____*)

AUTHORIZATION

I authorize Sub-Board I, Inc. to directly deposit my paycheck to the bank account indicated above. I understand that I can use direct deposit for only **one** bank account and that I must contact my bank to arrange for automatic transfers if I wish to have my paycheck split between two or more accounts.

Until my direct deposit begins, I select the following paycheck distribution option:

- I will pick up my paychecks in 341 Student Union* *Please mail my checks*

Signature _____ Date _____

Please allow at least one month from the date you submit this form for direct deposit to begin.