

SPIRITUS



Inspiring Youth & Forming Leaders

Direct Deposit Employee Authorization

I authorize Mount Tabor and the financial institution below to initiate credit entries for payroll and expense reimbursement, and if necessary, debit entries and adjustments for any credit entries in error to my:

Checking Account

-OR-

Savings Account

This authority will remain in effect until I have cancelled it in writing.

Financial Institution Name: _____

PLEASE PRINT Name on Acct: _____

Routing Number: _____

Account Number: _____

Signature: _____ **Date:** _____

A copy of each of your pay stubs will be on available for at least 7 years, should you ever need it.

You will receive your first paystub via email and last printed.

If you prefer something different, please note below or talk to Bookkeeper anytime.

Special Request: _____