



Employee DIRECT DEPOSIT Authorization Agreement

Incomplete requests will be returned

Employee Name _____
(print)

Employee AAX _____

Store Location _____

Please include a voided check or bank specifications (no deposit slips) in your name with the Transit & Routing number of your bank for all new accounts.

For all new and existing account changes, fill out all information in the boxes. Check Self Service if you are unsure of your Transit & Routing or Account numbers.

NET PAY ACCOUNT	
Select one:	<input type="checkbox"/> New Account <input type="checkbox"/> Cancel Account
	<input type="checkbox"/>
Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account #	_____
Routing #	_____
	(9 digits)
<i>(The net remainder of your paycheck will go to this account.)</i>	

ACCOUNT #1	
Select one:	<input type="checkbox"/> New Account <input type="checkbox"/> Cancel Account
	<input type="checkbox"/>
Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account #	_____
Routing #	_____
	(9 digits)
Change amount from \$	_____ to \$ _____

ACCOUNT #2	
Select one:	<input type="checkbox"/> New Account <input type="checkbox"/> Cancel Account
	<input type="checkbox"/>
Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account #	_____
Routing #	_____
	(9 digits)
Change amount from \$	_____ to \$ _____

ACCOUNT #3	
Select one:	<input type="checkbox"/> New Account <input type="checkbox"/> Cancel Account
	<input type="checkbox"/>
Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account #	_____
Routing #	_____
	(9 digits)
Change amount from \$	_____ to \$ _____

I authorize High Desert Oil, Inc. to initiate credits for such things as wages or expense reimbursements (and/or corrections to previous credits) to my financial institutions designated above, to the extent permitted by applicable law. This authorization will remain in effect until I give High Desert Oil, Inc. written notice to revoke it. Bank Transit, Routing and Account Numbers I provided are in accordance with the ACH specifications.

By signing this form, I acknowledge that it is my responsibility to report closed accounts on or before the payroll period end date. I am the account owner of the above noted accounts.

Employee Signature _____ Date ____ / ____ / ____

General Direct Deposit Instructions

- A maximum of **four** (4) ACH transaction accounts (any combination of checking or savings) may be set up.
- **You must be an “owner” of any account(s) used for direct deposit.**
- **Net pay account** must be in place before you can request flat amounts into other accounts.
- Only **flat dollar amounts** – not percentages – can be deposited to Accounts #1, #2, and #3.
- **CANCELING AN ACCOUNT** – If you close or cancel an account at your bank, please submit this form to Corporate Payroll requesting to cancel your account. If you are unsure of your Transit/Account Number, please check. Funds will continue to be deposited into the closed account until you submit this form.
- **CHANGING A FLAT DOLLAR AMOUNT** – Fill out account type and account number when you increase or decrease your flat dollar amount accounts. Fill in “**Change amount from**” (old amount) and amount “**to**” (new amount).
- Corporate Payroll **must receive this form and attachments** (voided check, bank specification form, or bank letter showing Transit & Routing and Account Numbers) **on or before Friday. Requests received after Friday will be processed in the NEXT available payroll run.**

Note: Employees will **not** be reimbursed insufficient fund charges by Corporate Payroll. Prior to writing personal checks and making withdrawals from ATMs, employees must take responsibility to review their pay stub and to verify that funds have been deposited into the correct account(s) on payday. We also encourage you to confirm that the changes you have requested were made and are accurate. Late or incomplete paperwork can delay the processing of changes to direct deposit accounts. Employees should not draw funds from a new account without verifying that changes occurred when expected.