



**DIRECT DEPOSIT AUTHORIZATION**

I authorize **TBEY Arts Center, Inc.** to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford a reasonable opportunity to act on it.

Full Legal Name: \_\_\_\_\_

Identification Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name on bank account: \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Bank routing number: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ or entire paycheck: \_\_\_\_\_

\*Balance of pay to:  
\_\_\_\_\_ Account described below

\*Note: Split payments are not available for contractors.

Name on bank account: \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Bank routing number: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

\_\_\_\_\_  
Employee/Contractor Signature

\_\_\_\_\_  
Date

Important: Please attach a voided check for each bank account to which funds should be deposited.