

***AUTHORIZATION FOR PAYROLL DEDUCTION & DISBURSEMENT  
TO CHECKING AND/OR SAVINGS ACCOUNT***

FIRST: Check with your bank to see if it is a receiving bank for the National Automatic Clearing House Association Electronic Funds Transfer.

NOTE: Normally, the payroll processing time for new accounts and account number changes takes two (2) pay periods. If your checking/savings account is not with Wells Fargo, the deposit may be in your account the day after the pay date.

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_-- \_\_\_\_-- \_\_\_\_\_

Cost Center #: \_\_\_\_\_ Department: \_\_\_\_\_

**CHECKING ACCOUNT:**

- \_\_\_\_\_ Deposit net pay to my checking account.
- \_\_\_\_\_ Deposit fixed amount to my checking account \$ \_\_\_\_\_
- \_\_\_\_\_ Change deposit of fixed amount to my checking account to \$ \_\_\_\_\_

**SAVINGS ACCOUNT:**

(\*\* Furnish Account and Routing Numbers\*\*)

- \_\_\_\_\_ Deposit net pay to my savings account.
  - \_\_\_\_\_ Deposit fixed amount to my savings account \$ \_\_\_\_\_
  - \_\_\_\_\_ Change deposit of fixed amount to my savings to \$ \_\_\_\_\_
- Account Number: \_\_\_\_\_

**CANCEL DIRECT DEPOSIT:**

\_\_\_\_\_ I wish to cancel my Direct Deposit.

**CHANGE OF BANKS OR ACCOUNT NUMBERS:**

\_\_\_\_\_ I wish to change banks or account numbers. (Circle one)  
(Complete information above and attach a new deposit slip)

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Authorization is hereby given to the Archdiocese of Los Angeles Payroll Department to make the indicated payroll deduction(s) from my salary and remit specified amount to the above mentioned bank(s) which is authorized to accept and credit specified amount to my account(s). This authorization will remain in effect until revoked by my written request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Payroll Department Only:**

Checking Account # \_\_\_\_\_ Routing # \_\_\_\_\_  
Savings Account # \_\_\_\_\_ Routing # \_\_\_\_\_