



Direct Deposit Authorization Agreement

Instructions:

You may use this form to add, change or cancel a direct deposit.

To set up direct deposit you must:

- Find out if the institution accepts direct deposits.
 - Verify the transit number and your account number.
 - Notify the financial institution that you are setting up direct deposit through payroll.
- Determine if there are special requirements.

Net Deposit: Requires full net pay to be deposited into one account.

Partial Deposit: Requires a flat dollar amount or percentage to be specified. If there are not enough funds to make a partial deposit, it will go into the net pay account.

****Note:** Most financial institutions are set up to receive Direct Deposit. Some brokerage firms, however, are not. It is the employee's responsibility to make sure the financial institution will accept it.

Please check one of the following:

_____ New Account _____ Change Partial Deposit Amount _____ Cancel Account

Please check the appropriate account type:

Checking _____ Savings _____ Checking _____ Savings _____

Bank Name: _____

Bank Name: _____

Amount: _____

Amount: _____

Account #: _____

Account #: _____

I hereby authorize Uintah Basin Healthcare to initiate deposits to my account(s) as indicated above and the depository named above, to credit the same to such account(s).

Employee Name: _____ Employee #: _____

Department: _____

Employee Signature: _____ Date: _____

YOU MUST ATTACH A VOIDED CHECK OR BRING IN A DIRECT DEPOSIT FORM FROM YOUR FINANCIAL INSTITUTION AND RETURN YOUR COMPLETED FORM TO HUMAN RESOURCES

****Please Note: Upon termination, your last paycheck must be picked up at Human Resources. It will not be directly deposited. HR rev. 6/2017****