**LANE PUBLIC LIBRARY**

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

Use this form to add, change or cancel a direct deposit. Each account requires a separate form. All requests must be received by the Business Office five business days prior to the end of the pay period desired for the change; otherwise it will go into effect on the following paycheck. A direct deposit deduction must be canceled through the Business Office in order to be valid.

A full direct deposit requires net pay to be deposited into one account. A partial direct deposit requires a flat dollar amount to be deducted and deposited into a secondary account with the remainder being deposited into the primary account.

To set up direct deposit you must:

* Have an account currently set up at your financial institution that accepts direct deposits.
* Verify institution’s transit number and your account number.
* Notify the financial institution that you are setting up direct deposit through payroll deduction and determine if there are any special requirements.

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| **Please complete all information then print, sign, and return to the Business Office.** |
| **New Deposit** | **[ ]**  | **Partial Deposit** **Or change to partial deposit** | **[ ]**  | **Cancel Direct****deposit** | **[ ]**  |
| **Name of financial institution** |  |
| **Routing transit number** |  |
| **Account number** |  |
| **Account type** | **Checking account** | **[ ]**  | **Savings Account** | **[ ]**  |  |
| **Deposit type** | **Full deposit** | **[ ]**  | **Partial Deposit****Specify amount** | **[ ]**  | **$** |
| **Employee name****(type or print)** |  |
| **Employee signature** |  | **Date:** |  |



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