

Credit/Debit Authorization Form

I hereby authorize Mulzer Crushed Stone, Materials Transport, or Shamblin Stone to initiate entries to my checking/savings accounts at the financial institution listed below and if necessary, initiate adjustments for any transactions posted in error. These entries are for the purpose of payroll.

Employee Number	Employee Name
Employee Address	
Signature	Date

Main Deposit Account (Gets 100% or balance after deposits in the secondary accounts)	
Name of Financial Institution	Address of Financial Institution (branch, city, state, zip)
Financial Institution Routing Number	
Checking/Savings Account Number	

Secondary Deposit Account (optional)	
Name of Financial Institution	Address of Financial Institution (branch, city, state, zip)
Financial Institution Routing Number	
Checking/Savings Account Number	

Third Deposit Account (optional)	
Name of Financial Institution	Address of Financial Institution (branch, city, state, zip)
Financial Institution Routing Number	
Checking/Savings Account Number	

Staple a voided check/deposit slip for each account

Direct Deposit Instructions

Here are easy instructions for setting up direct deposit for your payroll check. Direct Deposit is an automatic computer banking system to electronically deposit your paycheck directly into your checking and/or savings account. The advantage to you is quicker deposits without visiting a bank or ATM. The advantage to us is reduction of paperwork and the assurance of accurate deposits. Virtually every bank, savings and loan or other financial institution participates in this system. All you need to provide is the institution's name, its routing number and your account number.

You may deposit money into up to five accounts. One is your main account, the others can have a fixed amount deposited to them. For example you can deposit \$25 per pay into Christmas Club, \$50 per pay into a brokerage account and the balance into your checking account. It may be possible to have a fixed child support payment deposited into an ex-spouses account.

When filling out the form on the other side you must provide the following things...

Your name, employee number and address

Your signature and date to authorize the transaction

The name and address of each financial institution you wish to deposit money into.

The bank's routing number and your account number. This is very important! It must be correct!

A voided Check(for checking accounts) or deposit slip(for savings accounts) so that we can confirm the routing and account numbers.

Once you fill out the form and provide the voided check(s) we can enter it into the payroll system and you will start receiving a direct deposit. We will provide a paycheck stub so that you can make sure that the amount deposited is correct.

Please note that some deposit slips(either checking or savings) will not provide a routing number. If a savings account deposit slip does not provide this and your checking account is at the same bank, they will share the same routing number. Most financial institutions have only one routing number.

Thank you for your interest in this program!