



Direct Deposit Authorization Form

Up to four accounts may be used for direct deposit.

Complete the account designation boxes (up to 4) including routing and account numbers and attach a copy of the voided check(s):

The routing number is a 9-digit number that appears at the bottom left of your check or deposit slip between the markings 1: :1. It cannot begin with a "5". If you are not sure which number to use, contact your financial institution for assistance.

IMPORTANT: Enter all financial institutions to which you are depositing funds, and attach documentation for all accounts, even if only one is changing. Enter the lowest % or \$ amount first and the highest % or \$ amount last. This form overrides (replaces) all prior designations.

Account #1 (Attach voided check)

Bank Name:

Bank Address:

Routing # (9 digits)

Account #

Amount:

or Percentage

Checking

Savings

Account #2 (Attach voided check)

Bank Name:

Bank Address:

Routing # (9 digits)

Account #

Amount:

or Percentage

Checking

Savings

Account #3 (Attach voided check)

Bank Name:

Bank Address:

Routing # (9 digits)

Account #

Amount:

or Percentage

Checking

Savings

Account #4 (Attach voided check)

Bank Name:

Bank Address:

Routing # (9 digits)

Account #

Amount:

or Percentage

Checking

Savings

Authorization Agreement: I hereby authorize Populus Group to deposit funds directly into the account(s) named above. This authority will remain in force until I have given written notice that I am terminating it, or until Populus Group has notified me that this deposit service has been discontinued. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If an incorrect deposit should be made into my account(s), I authorize my bank(s) and the Populus Group to make the appropriate adjustment(s).

Employee Signature: _____

Date: _____

Employee Name: _____