



# Authorization for Direct Deposit of Paychecks

This form authorizes Peninsula Community Chapel to send credit entries (and appropriate debit and adjustment entries if needed) electronically or by any other commercially accepted method, to my account indicated below and to another account I identify in the future. This authorizes the financial institution holding the Account to post all such entries.

Deposit Amount: 100%

ACCOUNT TYPE (Checking or Savings) \_\_\_\_\_

EMPLOYEE BANK NAME \_\_\_\_\_

BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

BANK ROUTING NUMBER (ABA#) \_\_\_\_\_

*This authorization will be in effect until PCC receives a written notice from the employee and has a reasonable opportunity to act on it.*

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

## IMPORTANT INFORMATION!

We will make every effort to process payroll in time for your funds to be deposited on or before the 15th and last day of the month.

There is a **two business day interval** between processing and deposit, and longer if a Federal Reserve Bank Holiday falls in that time frame.

**Deposits of paychecks may not be available on the appointed date.** We will do everything possible to avoid this and to minimize the delay. We will notify you if we anticipate a delay but **it will occasionally be unavoidable. Signing this form indicates your acceptance of that condition.**

**Hourly Workers:** Please observe time-card due dates (the 10th and the 25th) carefully. Your tardiness may delay everyone's paychecks.