

# PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

**NOTE:** Check with your employer to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account. If this form is acceptable, attach a preprinted voided check from your new account to this form and provide it to your employer.

COMPANY NAME

COMPANY ADDRESS

CITY

STATE

ZIP CODE

I have recently changed banks and would like to have the direct deposit of my payroll changed to my new account. Please discontinue transactions to my old account and begin using my new Viking Bank account immediately.

EMPLOYEE LAST NAME

FIRST NAME

MIDDLE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EMPLOYEE ID #

## MY NEW ACCOUNT INFORMATION:

ACCOUNT TYPE:  CHECKING  SAVINGS

ACCOUNT NUMBER: \_\_\_\_\_ ROUTING NUMBER/ABA # 291971430

I hereby authorize \_\_\_\_\_ (company name) to make deposits to my Viking Bank Account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

EMPLOYEE SIGNATURE

DATE

