

Creative Times Academy

Employee Direct Deposit Enrollment Form

(this is optional)

To enroll in full service direct deposit, fill out this form and give it to your payroll manager. Attach a voided check-Not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same number on a saving deposit slip. This will help ensure that you are paid correctly.

IMPORTANT! Please read and sign before completing and submitting. I hereby authorize Creative Times Academy to deposit any amounts owed to me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Creative Times Academy to my accounts. In the event that Creative Times Academy deposits funds erroneously into my account, I authorize Creative Times Academy to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Creative Times Academy and bank have received written notice from me of its termination in such time and in such manner as to afford Creative Times Academy and Bank to reasonable opportunity to act on it.

I authorize Creative Times Academy to charge a fee of \$1.05 (which will be deducted from my check before deposited into my account) for each check deposited into my account,

Employee Name Printed _____ Social Security Number _____

Employee Signature _____ Date _____

Account Information

Bank Name/ City and State _____

Routing/Transit Number _____ Account Number _____

Please deposit entire amount into my ___Checking ___Savings

ATTACH VOIDED CHECK OR
FORM FROM YOUR BANK