

## Direct Deposit Authorization Form

Direct deposit is available free of charge to all employees. With direct deposit, you can automatically deposit all or part of your pay in your checking or savings account. The money will go into your account automatically on your pay date. This will save you time standing in line at the bank and eliminate worries about lost or stolen checks. Please return this form to your Manager or Human Resources Department.

### Please fill out the form below to start your direct deposit

I hereby authorize Hotel Effectiveness, LLC to initiate direct deposit of my payroll and to credit or debit my account as necessary to place the correct net payroll amount into my account as indicated below. I further authorize the depository named to debit or credit to my account the transactions initiated by Hotel Effectiveness, LLC. This authority shall remain in effective until I file a new authorization, revoke it in writing or my employment is terminated, and Hotel Effectiveness, LLC has had a reasonable opportunity to act on it.

**Company** \_\_\_\_\_

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

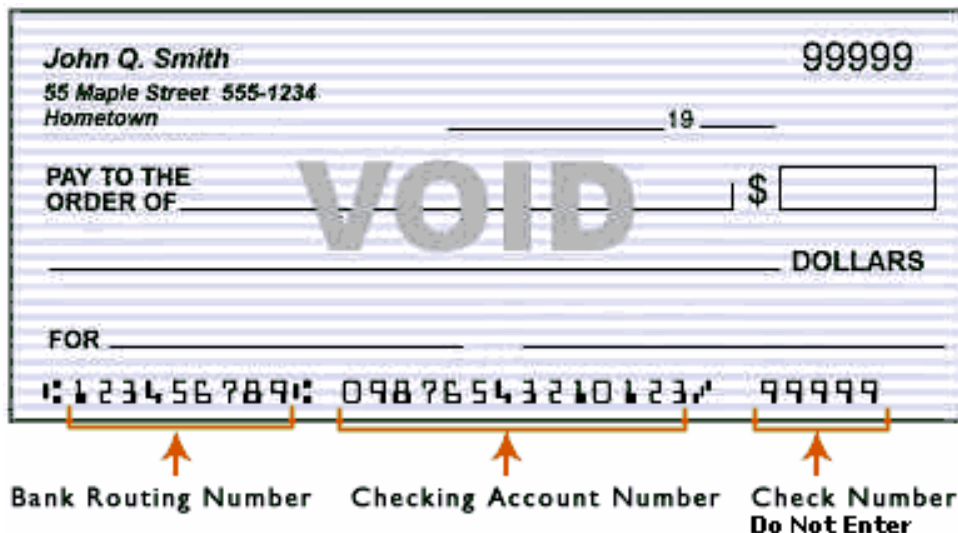
**Signature** \_\_\_\_\_ **Select Account Type**     **Checking**     **Savings**

**Bank Name** \_\_\_\_\_ **Amount for this account**     **100%**     **Other \_\_\_\_\_%**

**Bank Routing #** \_\_\_\_\_ **Account #** \_\_\_\_\_  
(Nine Digits)

To ensure proper processing, please attach a voided check for checking account, a savings deposit slip for savings account, or a bank letter or statement showing that you are the account holder.

**IMPORTANT: Direct deposit cannot be processed without the above mentioned supporting document.**



Note: Direct deposit typically takes one full pay period to be active. Please double check your bank and account information.