

(Please Type or Print)

Name (Last Name, First Name)

( )

Teaching Location

Contact Phone

**NOTE:** Requests must allow sufficient time for processing and bank pre-notification, and will not be effective for your next pay date. Late requests may result in two checks being issued prior to direct deposit or deposit to an already established account. You will be able to access a detailed Advice of Deposit through Intuit Paychecks Online. Complete the account designation boxes including routing and account numbers. This form overrides (replaces) all prior designations:

**ACTION TYPE (pick one)**

New Payroll Set up

Continuing Payroll Change (Change account #, change financial institution, change \$ amt, drop or add account)

Cancel Direct Deposit

Account

Checking

Savings

(Attach voided check)

(Attach financial institution documentation)

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Routing# (9 digits) \_\_\_\_\_

Account # \_\_\_\_\_

**Authorization Agreement:** I hereby authorize the Afro Brazilian Cultural Center of NJ to deposit my paycheck each payday 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 my employer 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 Afro Brazilian Cultural Center of NJ to make the appropriate adjustment(s).

**Signature:** \_\_\_\_\_  
**Account Holder**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(if other than Instructor)