



SPRUCE VALLEY
PAYROLL & SERVICES INC.

Authorization for Direct Deposit

I authorize FILL - IN – YOUR – COMPANY - NAME to deposit my pay automatically to the account indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error.

Employee Name on bank account: _____

Bank Name: _____

Bank account number: _____ Checking ___ Savings ___

Bank routing number: _____

Employee signature: _____ Date: _____

Employee E-Mail Address: _____

Please include a copy of a check from the account listed above

Send to: Spruce Valley Payroll – Fax: 651-463-8236 or E-Mail: Terry@svpayroll.com