



# 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***