

## Authorization Agreement for Direct Deposit (ACH Credits)

I (we) hereby authorize **Summit Bookkeeping & Payroll Inc.**, on behalf of \_\_\_\_\_ (Employer) hereinafter called COMPANY, to initiate credit entries to my (our) ( ) Checking ( ) Savings account (select one) indicated below at the depository named below, hereinafter called DEPOSITORY, and to credit the same to such account.

### DEPOSITORY (Bank)

Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

### Account Signors:

Name: \_\_\_\_\_ Signed: X \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_ Signed: X \_\_\_\_\_  
(Please print)

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

**NOTE:** All written credit authorizations should provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

**ATTACH HERE!!**

**Either a voided check or a copy of a check  
from your account for account number  
and routing number verification.**