PLEASE USE THE DIRECTIONS ON THE BACK OF THIS PAGE TO ASSIST YOU

DIRECT DEPOSIT AUTHORIZATION AGREEMENT
Community Living Alliance

I hereby authorize Community Living Alliance, to initiate credit entries to my checking account, savings account, or financial institution indicated below and my Bank, named below, to credit the same such account.

SECTION ONE

1. Name of 1st Bank:	2. Branch Location: (Street Address)	
3. City:	State:	Zip Code:
4. Bank Routing #:		
5. Account #:	6. Dollar Amount: $	7. Account Type: Checking Savings

SECTION TWO

1. Name of 2nd Bank:	2. Branch Location: (Street Address)	
3. City:	State:	Zip Code:
4. Bank Routing #:		
5. Account #:	6. Dollar Amount: $	7. Account Type: Checking Savings

SECTION THREE

1. Name of 3rd Bank:	2. Branch Location: (Street Address)	
3. City:	State:	Zip Code:
4. Bank Routing #:		
5. Account #:	6. Dollar Amount: $	7. Account Type: Checking Savings

This authority is to remain in full force and effect until Community Living Alliance has received written notification from me of its termination in such time and in such manner as to afford the Community Living Alliance and the Bank a reasonable opportunity to act upon it.

8
_____
Employee Name (Print)

9   10
_____   _____
Employee Signature   Date Signed

* * * PLEASE RETURN WITH A VOIDED CHECK * * *
Instructions on back of form

supercedes date: 10/2018

This form enables you to deposit your net amount of your payroll check in up to 3 different accounts (ex. checking, savings, etc.). You also have the option of directing these funds in up to 3 different banks/financial institutions. Below are directions to assist you in completing the form accurately.

1. List name of 1st Bank (ex. Chase Bank)
2. List the branch location (ex. 1965 Atwood Ave)
3. List name of city, state, & zip code where your branch is located
   (ex. Madison, WI 53704)
4. Write **legibly** the routing number of your bank. If you are depositing into a checking account, this number is found at the bottom left of your check. This number can be confirmed by calling your bank.
5. Write **legibly** your account number where you want your funds deposited.
6. If you are depositing all of your check into one account, you can write "net" in the Dollar Amount box. If you are depositing into more than one account, please indicate exact dollars into all but one of your designated accounts. You should enter "net" in the box where the balance of your check should be deposited.
   (ex. $100 Savings; then "net" checking)
7. Please check the appropriate box in which you want your funds directly deposited into.

   You will need to complete #'s 1 through 7 for each separate account you want funds deposited. (Example: All dollars deposited into one account, then you will only need to complete #'s 1 through 7 in section one only. If you want $50 deposited into your savings account, and the balance ('net') of your check in your checking account, then you will need to complete #'s 1 through 7 in sections one and two--section one for $50 savings with the savings account number listed and savings box √'d, and section two for the 'net' (or balance) of your check to be deposited into your checking account with your checking account number listed and the checking box √'d.

8. When finished with designating which account(s) you want your check deposited to, Print your name on line 8.
9. Sign your name on line 9.
10. Write today's date on line 10.

   Finally, if you are depositing funds into a checking account, write **void** across the front of a blank check or deposit slip and attach to the completed form to be handed in at or mailed to Community Living Alliance, 1414 MacArthur Road, Madison, WI 53714.
   If you are only depositing funds into a savings account you will need to pick up a direct deposit form from your bank.   Your bank will fill in their routing # and your savings account number.   Attach this form from the bank to the "Direct Deposit Authorization Agreement" form to be handed in at or mailed to Community Living Alliance.

   The **first payroll check** issued after Community Living Alliance has received and processed your direct deposit will be in the form of a **physical payroll check** and will be mailed to you. This will allow your bank and account information to be verified electronically. Due to postal regulations, your check may not arrive until after the pay date.
   The 2nd payroll, and there after, the net amount of your check will be deposited as designated on your "Direct Deposit Authorization Agreement" and you will receive an advice slip showing the dollars deposited into your account(s).

   If you have any questions regarding direct deposit, please feel free to contact our Payroll Department, at (608) 242-8335 ext. 1112 - Kelli Krcma.