

DIRECT DEPOSIT CHANGE/INACTIVATION FORM

Please complete this form to inactivate any/all current direct deposit allocations.

Because you are inactivating current direct deposit information, please be advised that you must provide a new Direct Deposit Authorization Agreement to replace the existing direct deposit agreement. Having an active direct deposit authorization agreement is a condition of continued employment.

I, _____, would like my current Direct Deposit
(please print legibly)

allocation, for specific accounts identified below, to be cancelled, effective: _____
(mm/dd/yyyy)

Bank/s and Account/s to be CANCELLED:

- | | | |
|---|------------------|------------------|
| <input type="checkbox"/> Checking account | Bank Name: _____ | Account #: _____ |
| <input type="checkbox"/> Savings account | Bank Name: _____ | Account #: _____ |
| <input type="checkbox"/> Third account | Bank Name: _____ | Account #: _____ |

If you are replacing a current account that is being cancelled above, please complete a Direct Deposit Authorization Agreement form to identify new account/s allocation information. Please note that account information listed on your original Direct Deposit Authorization Agreement for accounts for which you are not making changes do not need to be re-entered on the Direct Deposit Authorization Agreement.

The first payroll check issued after Community Living Alliance has received and processed your new direct deposit form will be in the form of a physical payroll check and will be mailed to you. This allows your bank and account information to be verified before any real dollars are electronically deposited. The 2nd payroll, and thereafter, the net amount of your check will be deposited as designated on your new Direct Deposit Authorization Agreement/s and you will receive an advice slip showing the dollars deposited into your new account/s.

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

Signature

Date

*****COMPLETE A NEW DIRECT DEPOSIT AUTHORIZATION AGREEMENT AND ATTACH TO THIS FORM*****

Revised date: March 2019