

To: \_\_\_\_\_  
 company name

\_\_\_\_\_

address

\_\_\_\_\_

city state zip

**Re: Direct Deposit Authorization**


Payroll Department,

As a payee of \_\_\_\_\_ (company name), I have recently established an account relationship with First Midwest Bank, and have chosen to:

- Establish Direct Deposit** (Not currently using direct deposit)       **Change my existing Direct Deposit** (Transfer direct deposit from my previous bank to First Midwest Bank)

Please accept this letter as my authorization to initiate and maintain the Direct Deposit process. I have included the following information below to help complete this request.

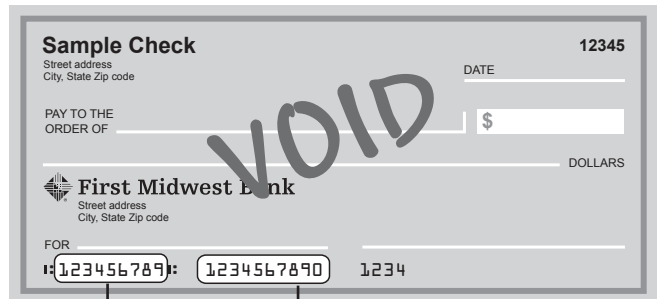
<b>Employee Information</b>		
_____	_____	_____
last name	first name	social security number
_____	_____	_____
street address	city	state zip
_____	_____	_____
work phone	home phone	cell phone

 <b>First Midwest Bank</b> Information	
_____	071901604
First Midwest Bank account number	Routing number
<input type="checkbox"/> <b>Checking</b> <input type="checkbox"/> <b>Savings</b>	\$ _____
	Amount of direct deposit

I hereby authorize \_\_\_\_\_ (company name), to make direct deposits in the amount shown to my First Midwest Bank accounts shown above. This includes credit entries and, if necessary, debit entries and adjustments for credit entries made in error to my account. This authorization remains in force until my employer receives written notification from me terminating this agreement. Upon termination of this agreement, I understand that it may take up to two pay periods to discontinue the direct deposit.

\_\_\_\_\_

employee signature      date



➔ Attach a VOIDED First Midwest Bank check here.

Routing Number      Account Number