

LAI Authorization Agreement for Direct Deposit

Use this form to add, change, or cancel a direct deposit. All new accounts require a prenotification period of 10 to 14 days before going into effect. This means the first time and possibly the second time will be a trial run and you will receive a "live" check. Please notify your payroll contact at (770)248-0413 if there are any discrepancies.

To set up direct deposit you must:

- *** ***Have an active account set up at a bank.***
- *** ***Attach a voided check to this form for verification of the routing number and account number.***

Acct #1: _____ *New* _____ *Change* _____ *Cancel*

Bank Name _____

Bank Transit-ABA # _____

Bank Account # _____

Deposit Type: _____ *Full*
 _____ *Partial* \$ _____ (specify dollar amount per pay period)

Account Type: _____ *Checking* _____ *Savings*

Acct #2: _____ *New* _____ *Change* _____ *Cancel*

Bank Name _____

Bank Transit-ABA # _____

Bank Account # _____

Deposit Type: _____ *Full*
 _____ *Partial* \$ _____ (specify dollar amount per pay period)

Account Type: _____ *Checking* _____ *Savings*

I authorize LAI and the Financial Institution (s), listed above to initiate electronic entries to my account. This would include credit entries, as well as debit entries whenever necessary to correct credit entries in error.

Employee Name: _____

Employee Social Security Number: _____

Employee Signature: _____ **Date:** _____

Payroll Entered By: _____ **Date:** _____