

Fill out this form **only** if you wish to sign up for **direct deposit**
of your pay check into your bank account

People with direct deposit will get a statement at the normal time. Pay checks are handed out showing what was deducted and the amount deposited to the bank account



Direct Deposit Authorization Form

I hereby authorize Temple Square Hospitality Corporation and the financial institution shown below* to deposit my pay directly to the below specified account each payday and to initiate, if necessary, debit entries and adjustments for any payroll deposit entries made in error to my account. This authority will remain in effect until I file a new Authorization form.

Employee Name: _____

Department you work in: _____

Financial Institution (Bank or Credit Union) _____

Type of Account (check one):

Checking Account Savings Account

Please deposit my pay to the account shown below.*

Employee Signature: _____ Date: _____

Please note: Due to the time required for company and bank processing, please allow one or two pay periods for processing. You will receive a regular paycheck until this has been processed. Once processed you will receive a deposit notice instead of a check.

**Attach your voided check or savings
deposit/withdrawal slip here (We can staple it)**

**Bank number and your account number must be
on the check or deposit slip**