



LEECH LAKE BAND OF OJIBWE

ACCOUNTING DEPARTMENT

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

INSTRUCTIONS

- ❖ You may designate as many accounts as needed for direct deposit. Use more than one sheet if necessary.
- ❖ Be sure to list the amount to be deposited to each account. If you are designating only one account and want the entire amount of your check to go to that account, or if you are designating more than one account and want the balance of your check to go to that account, check the "Entire Net Amount or Balance" on the "Amount to be Deposited" line.
- ❖ To stop sending money to an account, please complete all information and check the "Stop" box.
- ❖ You must complete a new authorization form in its entirety each time you add an account or make a change to an existing account.

This authorization will remain in effect until I have cancelled it in writing.

NAME: _____ **SSN or Payroll ID:** _____

SIGNATURE: _____ **DATE:** _____

In signing this form I authorize my payment be sent to the financial institution(s) name below and to be deposited in the designated account(s).

.....
Bank Name: _____

Routing Number : _____ Account Number: _____

Amount to be Deposited: \$ _____ or Entire Net Amount or Balance

Checking Account Savings Account Stop

.....
Bank Name: _____

Routing Number : _____ Account Number: _____

Amount to be Deposited: \$ _____ or Entire Net Amount or Balance

Checking Account Savings Account Stop

.....
Bank Name: _____

Routing Number : _____ Account Number: _____

Amount to be Deposited: \$ _____ or Entire Net Amount or Balance

Checking Account Savings Account Stop