



PO BOX 31983
 Charleston, SC 29417
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 www.tandttutorworld.org

Direct Deposit

We are pleased to offer you a new reimbursement convenience – Direct Deposit. Now, you can have your reimbursement automatically deposited in your checking or savings account on payday. And, you don't have to change your present banking relationship to take advantage of this service.

Here is how direct deposit works:

When your reimbursement becomes available you'll receive an earnings statement, which shows gross pay, taxes, other deductions, and net pay. Your reimbursement will be deposited in your account. The amount deposited will appear on your bank statement.

The authorization form below gives your company and your financial institution the authority to deposit your reimbursement to your account. Simply complete the form to take advantage of Direct Deposit.

AUTHORIZATION- Please fill out and return to Payroll Department.

I authorize you and the financial institution listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my Checking Account or Savings Account (choose one) each payday. This authority will remain in effect, until I cancel it in writing.

Please staple voided check here.

 FINANCIAL INSTITUTION

 DATE

 BRANCH

 NAME (PLEASE PRINT)

 CITY, STATE

 SIGNATURE

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TRANSIT/ ROUTING (ABA) NUMBER

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ACCOUNT NUMBER AT FINANCIAL INSTITUTION