



Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Girls Inc. of Chattanooga** to initiate automatic deposits to my account for the purpose of payroll at the financial institution named below. I also authorize **Girls Inc. of Chattanooga** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Girls Inc. of Chattanooga** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Girls Inc. of Chattanooga** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Authorized Signature (Primary): _____ **Date:** _____

Authorized Signature (Joint): _____ **Date:** _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.