



CONTRACTOR INFORMATION SHEET

Complete this form for each 1099 contractor.

AUTHORIZATION FOR DIRECT DEPOSIT

Complete this form for each employee or contractor electing direct deposit.

I authorize _____ to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford _____ a reasonable opportunity to act on it.

Primary Direct Deposit

Name on Bank Account _____

Bank Account Number _____

Bank Routing Number _____

Checking Saving

Entire Pay Check or Amount \$ _____

*Balance of pay to:

Manual (paper check)

Secondary account described below

*Note: Split payments are not available for contractors.

Secondary Direct Deposit (balance after direct deposit entry above)

Name on Bank Account _____

Bank Account Number _____

Bank Routing Number _____

Checking Saving

Important:

Please attach a voided check for each bank account to which funds should be deposited.

Employee/Contractor Signature _____

Date _____