



**Employee Authorization Agreement  
For Automatic Payroll Deposits**

Please type or print clearly

I hereby authorize Spencer Gray, LLC. To initiate and make credit entries and debit entries (for the purpose of adjusting any credit entries made in error to my account) at the indicated financial institution and I hereby authorize the financial institution to accept and post such entries to my account. The forgoing authorization is solely for the purpose of facilitating automatic payroll deposit.

IMPORTANT: I understand it may take up for forty-either (48) hours after Spencer Gray, LLC. Transmits my funds before they are posted to my account. Further, I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to writing checks against my account.

This authorization is effective until I cancel my direct deposit, by delivering written notice of cancellation to Spencer Gray, LLC. at least five business days prior to the desired termination date. However, I understand that this authorization will automatically terminate on the first of the month following sixty (60) consecutive days on inactivity. After becoming inactive, I will have to complete a new Authorization Agreement before Spencer Gray, LLC will initiate any further automatic payroll deposits. Spencer Gray, LL may terminate this authorization agreement at any time.

I hereby authorize Spencer Gray, LLC to provide a copy of this authorization only as necessary for purposes or automatic payroll deduction.

Name of Bank: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
ATA/Routing Number: \_\_\_\_\_  
Check Account Type (circle one):      Checking Account      Savings Account

(If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid in a timely manner.)

Employee Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**NOTE:** Any time you change your bank account authorization, it may take seven (7) to ten (10) business days before payroll can be transmitted by direct deposit. Please let our office know if you would like that live check mailed to you or if you would prefer to pick it up at our office.

Please attach or include a copy of a blank check here with void written across it.:

