

Information & Instructions for Direct Deposit

Please provide, with this authorization:

- A **VOIDED CHECK OR COPY OF CANCELED CHECK** to be used to verify account and routing numbers.
- **DO NOT** include a checking or savings account deposit slip, most do not have the proper routing numbers.

The bank routing number is the **NINE DIGIT** number appearing on lower left hand side of your check. If you have any questions regarding the correct numbers to use, please contact your Bank or Credit Union.

Please be aware that you may want to verify your Credit Union account and routing numbers as they may differ from what appears on your check or deposit slip.

When Advancement, LLC has received your form(s), we will send your banking information to our bank for “Pre-Notification”. This Pre-Notification process takes two weeks to ensure that the information is correct.

Finding Your Banking Account Number and Bank Routing Number

If using a savings account, contact your bank to get the Bank’s Routing Number.
It may be different than the bank’s routing number for your checking account.

The diagram shows a check with the following fields: "John & Jane Doe", "123 Nowhere Drive", "City, State, Zip", "Date", "Pay to the Order of", "\$", "Dollars", "Memo", and "MP". At the bottom left, the routing and account numbers are displayed as "123456789 - 0123456789 - 1001".

Banking Account Number
Bank Routing Number

**Direct Deposit
AUTHORIZATION AGREEMENT**

I, _____ (please print) authorize Advancement, LLC to direct deposit my paycheck and/or process adjustments on a weekly basis directly to/from my bank account(s).

Please deposit my **ENTIRE** paycheck into my: **checking** **savings account** (*check one*)

Routing Number (ABA) _____ Account Number _____

- OR -

Deposit my paycheck into the following two accounts:

1) **FIRST ACCOUNT**

First account must be a **fixed dollar amount**. Remainder of check will be deposited in the second account.

Please deposit \$ _____ into my: **checking** **savings account** (*check one*)

Routing Number (ABA) _____ Account Number _____

2) **SECOND ACCOUNT**

Remainder of paycheck after deposit into first account: **checking** **savings account** (*check one*)

Routing Number (ABA) _____ Account Number _____

3) **THIRD ACCOUNT**

Remainder of paycheck after deposit into first account: **checking** **savings account** (*check one*)

Routing Number (ABA) _____ Account Number _____

**Business Expense Direct Deposit
AUTHORIZATION AGREEMENT**

Please deposit my **ENTIRE expense check** into my: **checking** **savings account** (*check one*)

Routing Number (ABA) _____ Account Number _____

Employee Signature: _____ Date: _____