



# Engineering Services

5082 Bolsa Ave., Suite 101, Huntington Beach, CA 92649

Phone: (562) 439-9000, (714) 903-0000, (661) 326-0000, (510) 704-8000, Fax: (562) 987-0500

www.atengineering.com, info@atengineering.com

## Direct Deposit Authorization

- Allow 4-5 days for processing. Allowing for processing time, your first check may not be direct deposited, therefore, it is suggested that you contact your financial institution.
- Verify with your financial institution on your pay date that your direct deposit has gone into effect—the institution name will not appear on your earnings statement.
- Verify the status of your direct deposit record if you have been off the payroll for more than eight (8) months.
- If you are only changing departments, you do not need to complete a new form.

Please print

<b>Check one of the following</b> <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change	<b>Effective Date</b> <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Pay date _____/_____/_____	Social Security Number
Name (Last, First Middle Initial)		

SUBMISSION OF THIS FORM MEANS YOUR ENTIRE PAYROLL CHECK WILL GO TO THIS FINANCIAL INSTITUTION:

Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)
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Enter the following information from the bottom of your check:

ABA Bank Routing Number (Must be 9 numbers)										Account Number	
Type of Account (Please Check One)											
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market Checking <input type="checkbox"/> Money Market Investment (Requires Submission of ACH form from your broker)											
I authorize AT Engineering Services to direct deposit funds to my account in the financial institution listed above. If funds to which I am <b>not</b> entitled are deposited in my account, I authorize AT Engineering Services to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by AT Engineering Services at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to AT Engineering Services for distribution. This will delay your check.											
Date (Mo/Day/Yr)				Employee Signature				Daytime Phone Number			
Street Address _____											
City				State				Zip Code			





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Some One 100 Street Drive Somewhere, USA 00000		Date _____	3680
PAY TO THE ORDER OF _____		\$ <input type="text"/>	
MEMO _____		X _____	DOLLARS
⑆ 123456789 ⑆	11484620040 ⑆	⑆	3680

Transit/ABA No.

Account No.

**Attach a voided check or photocopy of a check for checking account. DO NOT ATTACH A DEPOSIT SLIP.**

