

**SUB-BOARD I, INC.  
EMPLOYEE AUTHORIZATION  
PAYCHECK DIRECT DEPOSIT**

Please Print All Information Legibly

**EMPLOYEE INFORMATION**

Employee Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Local Address \_\_\_\_\_  
\_\_\_\_\_

Phone No. ( 716 ) - \_\_\_\_\_

**BANK INFORMATION**

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_  
\_\_\_\_\_

Bank Phone No. ( \_\_\_\_\_ ) - \_\_\_\_\_  
Area Code

**ACCOUNT INFORMATION**

My Account Number is: \_\_\_\_\_

Type of Account:

- Checking** (You *must* attach a voided check to this form)
- Savings** (Please attach a pre-printed deposit slip, if available  
or provide Bank ABA Number: \_\_\_\_\_ )
- Other** (Please describe \_\_\_\_\_ )

**AUTHORIZATION**

I authorize Sub-Board I, Inc. to directly deposit my paycheck to the bank account indicated above. I understand that I can use direct deposit for only **one** bank account and that I must contact my bank to arrange for automatic transfers if I wish to have my paycheck split between two or more accounts.

**Until my direct deposit begins, I select the following paycheck distribution option:**

- I will pick up my paychecks in 341 Student Union       Please mail my checks

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please allow at least one month from the date you submit this form for direct deposit to begin.