



Direct Deposit Authorization Form

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

\_\_\_\_ Yes, I give Vermont Youth Conservation Corps (VYCC) permission to deposit my paycheck directly into my bank account listed below. If funds are deposited in error, I also give permission for VYCC to withdraw that amount from my account. Reminder: Routing Numbers must be 9 digits long Account Numbers are usually 8-10 digits long, these can be found on the bottom of your personal checks or in most mobile banking apps. Please type or write numbers clearly, so we can enter the correct account information into Payroll. If you're unsure, reach out to your Bank/ Financial Institution for Direct Deposit information.

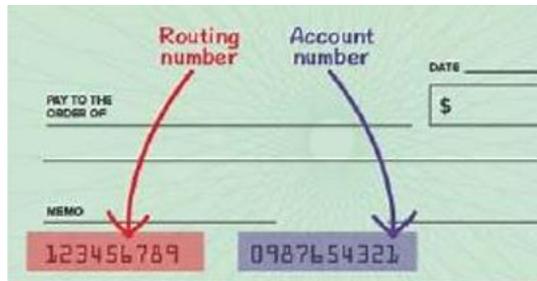
Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

\_\_\_\_ Checking Account

\_\_\_\_ Savings Account



\_\_\_\_ No, I would like to opt

and be issued a paper check

understand that paper

hand by staff on the Friday or Monday following the pay day. If I am unable to pick up my check from the Barn, it may be mailed to the address below:

out of Direct Deposit Services each pay period instead. I paychecks will be distributed by

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature

Date

\*\* For Direct Deposit Please Staple or Attach VOIDED Check here\*\*