



## AUTHORIZATION FOR DIRECT PAYROLL DEPOSIT

The American Institute of Physics pays its employees and resident society employees through direct deposit. It can take up to two pay periods for your direct deposit to take effect. This means you may receive one or two real pay checks prior to your direct deposit becoming effective.

**Note: You may select up to two different bank accounts for your deposit.**

Please complete the form below. You must supply us with € your bank’s Routing (or ABA Transit) Number and ¢ the account number for each account. Please attach a copy of a voided check showing your account information.

YOUR NAME: \_\_\_\_\_ TELEPHONE (or extension): \_\_\_\_\_  
[please print legibly] OPTION \_\_\_\_\_

**Bank of your choice:**

**Account 1**

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
[please indicate whether checking or savings account]  
Routing # (ABA Transit #): \_\_\_\_\_

**Account 2** (optional)

Please indicate whole dollar amount to be deposited to this account bi-weekly: \$ \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
[please indicate whether checking or savings account]  
Routing # (ABA Transit #): \_\_\_\_\_

I hereby request direct payroll deposit and authorize the American Institute of Physics to deposit my payroll checks directly into the above account(s) and, as may be needed, to withdraw funds deposited to my account(s) in error.

\_\_\_\_\_  
SIGNATURE DATE