

**Federated Payroll Direct Deposit Authorization**  
**To enroll in the Direct Deposit Program, complete this form.**

1. Complete all sections of the form.
2. Print the form.
3. Sign and date the form.
4. **Attach a voided check for verification of your account information. A deposit slip can be used for savings account only.**
5. Return the form to **HR Services - J101**.



<b>Form Purpose – check one only:</b>	<b>New Instructions</b> replacing previous Direct Deposit instructions	<b>Stop Direct Deposit</b> canceling previous authorization
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Employee ID	Employee name (last, first, middle initial)	Work Phone

<b>Financial Institution (Name, City, State):</b>		
<b>Routing Transit/Bank ID Number*</b> (9 digits)	<b>Account Number*</b> (up to 17 characters)	<b>Account Type*</b>
		Checking (Staple voided personal check to form) Savings (Staple deposit slip to form)

**\*Adding a new direct deposit or changing account type, bank identification number or account number requires a prenote to be sent to the bank before the add or change becomes effective. A prenote sends your account type, bank ID and account number to the bank to assure the accuracy of the numbers. After your account information has been verified (normally one pay period), Direct Deposit will begin. Prior to Direct Deposit, paper checks will be issued.**

Federated Direct Deposit statements are available to view and print in the *mySource* system.

<b>Employees in California, Delaware, Massachusetts, Oregon, Wisconsin &amp; Wyoming Only:</b>
State law requires that an employer obtain consent from employees in the states of <b>California, Delaware, Massachusetts, Oregon, Wisconsin and Wyoming</b> to receive their direct deposit pay statements electronically in place of a printed paper copy. Due to these state laws, employees in these states are given the option to receive a printed and mailed direct deposit pay statement.
I am an employee in the state of: <b>California</b> <b>Delaware</b> <b>Massachusetts</b> <b>Oregon</b> <b>Wisconsin</b> <b>Wyoming</b>
Select one of the following to indicate your preference: I do not wish to receive a printed and mailed direct deposit pay statement. I understand that I can view and print my pay statement via the <i>mySource</i> system. I do wish to receive a printed and mailed direct deposit pay statement. I understand that I can still view and print my pay statement via the <i>mySource</i> system. I understand that if I move out of the state(s) listed above, I will no longer have the option of receiving a printed and mailed direct deposit pay statement and therefore Federated will automatically discontinue printing and mailing my direct deposit pay statement.

I authorize Federated Insurance and my financial institution indicated above to automatically deposit my net pay to my account (this includes my authorization to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it.

<b>Employee Signature:</b>	<b>Date:</b>
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1. Call your financial institution to make sure they will accept direct deposits.
2. Verify your account number and routing transit number with your financial institution.
3. Do not use a deposit slip to verify the routing number.

JOHN PUBLIC	1234
123 Main Street	_____ 20 _____
Your Town, MN 12345	
PAY TO THE ORDER OF _____	\$ <input type="text"/>
Your Town Bank	DOLLARS
Your Town, MN 12345	
For _____	
⑆ 250000005 ⑆ 123456789022⑈	

Routing Transit Number      Account Number

**Note: The Account and Routing Number may appear in different places on your check.**