



Business Group, Inc.

DIRECT DEPOSIT AUTHORIZATION

Full Legal Name: _____

Bank Name/Branch: _____

Account Number: _____

Routing Number: _____

1. Check the appropriate item:

___ **Direct deposit.**

I hereby request and authorize the entire amount of my paycheck each pay period to be deposited directly into the bank account listed above.

___ **Direct payroll deduction deposit.**

I hereby request and authorize the sum of _____ dollars (\$ _____)

be deducted from my paycheck each pay period and deposited directly into the bank account listed above.

2. Please attach a copy of a voided check.

Employee Signature

Date

Print Name