

# Direct Deposit



## Authorization

Complete this form  
for each company  
with which you  
have direct deposit.

Send the direct deposit authorization form to the company\* making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposit, please go to First Trust & Savings Bank to obtain the government form.

Staple Voided First Trust & Savings Bank  
Check Below

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE ZIP

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
EMPLOYER'S NAME PHONE NUMBER

\_\_\_\_\_  
EMPLOYEE ID NUMBER OR DEPARTMENT

**List Account Numbers Below:**

\_\_\_\_\_  
PREVIOUS ACCOUNT NUMBER

\_\_\_\_\_  
PREVIOUS BANK NAME

\_\_\_\_\_  
NEW FIRST TRUST ACCOUNT NO./ROUTING & TRANSIT NO.

CHECKING  SAVINGS

\_\_\_\_\_  
TYPE OF ACCOUNT

**Check Only One:**

A NEW AUTHORIZATION FOR DIRECT DEPOSIT. NOT CURRENTLY USING DIRECT DEPOSIT.

PLEASE CHANGE MY EXISTING AUTHORIZATION. TRANSFER AUTOMATIC PAYMENT FROM MY PREVIOUS BANK TO FIRST TRUST & SAVINGS BANK.

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

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

\*You should use one form for each company. Please make additional copies as needed.