



**EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM**

To enroll in the RELCO Direct Deposit Program please complete this form and submit to the Human Resources Department. Paychecks will be electronically transferred to the account(s) you have provided on Friday morning. You can access your online account for a detailed printout of your check at [www.doculivery.com/gorelco](http://www.doculivery.com/gorelco).

**IMPORTANT! Please read and sign before completing and submitting.**

By signing this agreement, I authorize RELCO to initiate automatic deposits to the account(s) indicated below. I also authorize RELCO to initiate, if necessary, debit entries and adjustments for any credit entries made in error.

Further, I agree not to hold RELCO responsible for any delay or loss of funds due to incorrect or incomplete information supplied to by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This authorization will remain effect until RELCO receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Human Resources Department.

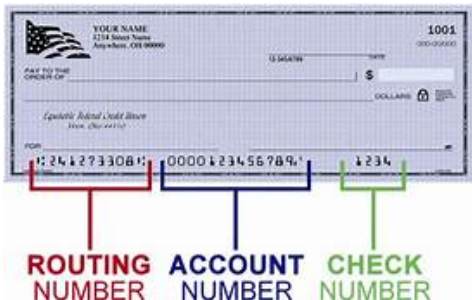
**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Account Information:**

1. Bank Name: \_\_\_\_\_  
 Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount
  
2. Bank Name: \_\_\_\_\_  
 Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount
  
3. Bank Name: \_\_\_\_\_  
 Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount
  
4. Bank Name: \_\_\_\_\_  
 Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount

**PLEASE ATTACH VOIDED CHECK HERE**



- ✓ Do not use a deposit slip to verify the routing number.
- ✓ Verify your account number and routing transit number with your financial institution.