



DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Name: _____ Job Location: _____

Badge Number: _____ Social Security Number: _____ Area: _____

I hereby authorize The Chicago Transit Authority, hereinafter called "company" to initiate automatic deposits, and/or credit entries and if necessary, debit entries and adjustments for any credit entries in error to my:

Checking or Savings account
(You may have your check sent to either a checking or savings account.)

- Direct Deposit takes 2-3 pay periods to set up. A voided pre-printed CHECK, or an official form from your bank with your checking or savings account number and the banks routing number must accompany this form in order to identify the account.
- If you need to make a change to your Direct Deposit the Payroll Department will not accept verbal changes. All changes must be in writing. Changes made by you or your bank will stop Direct Deposit and you will receive a regular payroll check for at least one pay period. The next pay period it will be automatically reinstated with the correct information.
- If you need to close your bank account, you must cancel direct deposit at the Chicago Transit Authority FIRST.
- Tax Levies will automatically cancel your Direct Deposit Authorization.

Please answer the following questions:

Do you have Direct Deposit now? ___ Yes ___ No

I would like to: ___ Start Direct Deposit ___ Change my Direct Deposit ___ Cancel my Direct Deposit on Account No. _____
(Optional)

Choose one type of account for Direct Deposit: ___ Checking or ___ Savings

This authorization bears my signature below and is to remain in effect until the company has received written notification from me of its termination in such time to afford the company and depository a reasonable opportunity to act on it.

Signature: _____ Date: _____

Please return completed form to the Payroll Department.

FOR PAYROLL USE ONLY:

Enter: _____ Change: _____ Cancel: _____ Re-Enter: _____

