



Howard Leasing, Inc.

6302 Manatee Avenue West Suite K
 Bradenton, FL 34209
 Phone: (941) 761-7704
 Fax: (941) 761-7706

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM

In order to receive Automatic Deposits, please complete the following information. For new enrollees and employees changing accounts, you must attach a voided personal check; if a savings deposit, please provide proper routing number. Print clearly using a pen.

Employer Information:	Company Name	
Employee Information:	Employee Name	Soc. Sec. #
	Street Address	
	City/State/Zip	Phone #
CHECK ONE	<input type="checkbox"/> New Enrollment <input type="checkbox"/> Change Institution <input type="checkbox"/> Cancel Participation	
Financial Institution Information:	Financial Institution Name	Check Account Type
	Street Address	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	City/State/Zip	Deposit Amount
	Routing Number	\$ _____ / _____ %
	Account Number	
Financial Institution Information:	Financial Institution Name	Check Account Type
	Street Address	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	City/State/Zip	Deposit Amount
	Routing Number	\$ _____ / _____ %
	Account Number	

FOR NEW ENROLLMENTS AND CHANGES, A VOIDED CHECK OR SAVINGS DEPOSIT SLIP MUST BE ATTACHED TO THIS FORM. (TO VERIFY ROUTING/TRANSIT NUMBERS)

I (we) hereby authorize Howard Leasing, Inc., to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) checking and/or savings account indicated below and the Financial Institution named above to credit and/or debit the same to such account. If I become subject to any attachment, garnishment, or levies, my participation in Direct Deposit may be terminated, and I will receive a check for my pay. In the event of an employee termination, the final pay may be a physical check.

In order to cancel, you MUST provide written notice to Howard Leasing, Inc. prior to payroll run with your name, SSN, and signature with the request to cancel.

Howard Leasing, Inc. will send Direct Deposits to arrive on your check date. Howard Leasing, Inc. assumes no responsibility for when your banking institution credits funds to your account and reserves the right to override this authorization in accordance with your work site agreement.

Employee Signature _____

Date _____