 **Direct Deposit of Payroll**

**How to Enroll for Direct Deposit:**

* Read and complete this Authorization Agreement
* Provide details of your AAEC account
* Attach an original voided check
* Return the completed Authorization Agreement to your school secretary or Payroll Dept.

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# **Authorization Agreement**

Yes! Please sign me up for Direct Deposit of my Payroll.

I authorize my employer,

(Employer name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employer address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City, State, Zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employer phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer fax) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to deposit my paycheck each payday directly into the AAEC account named below. This authority will remain in force until I have given written notice that I have terminated it or until my employer has notified me that this deposit service has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I authorize my employer or AAEC to make the appropriate adjustment. This authorization supercedes any I have made previously.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Each payday, please deposit my entire net pay into the existing account listed below.

 Each payday, please deposit $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ into the existing account listed below.

AAEC Credit Union

1104 S. Arlington Heights Rd.

Arlington Heights, IL 60005

ABA # 271975391

Name of Account Owner (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checking Savings

**1104 S. Arlington Heights Rd. ● Arlington Heights, IL 60005 ● 847-392-1922 ● Fax 847-392-1926 ● www.aaeccu.com**