

# 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 Department

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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  
115 S. Wilke Road, Suite 106  
Arlington Heights, IL 60005-1500

ABA # 271975391

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

Account # \_\_\_\_\_

Checking

Savings