MetroHealth

THE METROHEALTH SYSTEM
DIRECT DEPOSIT IS MANDATORY
DIRECT DEPOSIT AUTHORIZATION AGREEMENT

By submitting this Direct Deposit Authorization Agreement electronically or in person as requested by my employer, I hereby authorize THE METROHEALTH SYSTEM to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) checking/savings account indicated below and the depository named below, here after called DEPOSITORY, to credit and debit the same entries to such account.

It is recommended that you save or print the completed form for your records before submitting to your employer. Verify with your bank the Routing/Transit Number & Account Number to help ensure you are paid to the correct account.

This authority is to remain in full force and effect until The MetroHealth System has received written notification from me on its termination in such a time to allow The MetroHealth System a reasonable time to act on it.

DEADLINE FOR ANY DIRECT DEPOSIT CHANGES IS TWO FRIDAYS PRIOR TO THE NEXT PAY DATE, BY NOON.

Date: _____ **Employee #** _____ **Name (print):**_____**Phone:**_____

Signature:_____

ACCOUNT 1: ☐ **Checking** ☐ **Savings**

BANK NAME: _____

ROUTING/TRANSIT # _____ ACCOUNT # _____

☐ FLAT DOLLAR AMOUNT _____ ☐ ENTIRE BALANCE – 100%

ACCOUNT 2: ☐ **Checking** ☐ **Savings**

BANK NAME: _____

ROUTING/TRANSIT # _____ ACCOUNT # _____

☐ FLAT DOLLAR AMOUNT _____ ☐ REMAINING BALANCE

ACCOUNT 3: ☐ **Checking** ☐ **Savings**

BANK NAME: _____

ROUTING/TRANSIT # _____ ACCOUNT # _____

☐ FLAT DOLLAR AMOUNT _____ ☐ REMAINING BALANCE

PERMANENT STOP OF DIRECT DEPOSIT BELOW

☐ **Checking** ☐ **Savings**

BANK NAME: _____

ROUTING/TRANSIT # _____ ACCOUNT # _____

☐ **Checking** ☐ **Savings**

BANK NAME: _____

ROUTING/TRANSIT # _____ ACCOUNT # _____

Please submit a copy of your Badge ID with the request, or Direct Deposit form will not be processed.

Please FAX completed form and backup to:216-957-3446 or email to PayrollDirectDeposit@metrohealth.org