

# KTBLACK SERVICES

## Employee Direct Deposit Authorization Agreement

Please Check:

- ☐ First time for Direct Deposit  
☐ Direct Deposit to a NEW Account/Bank (Update)

I hereby authorize KT Black Services, hereafter called Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below, hereafter called Depository, to credit and debit the same entries to such account.

**\*\*\*KTBlack Services provides ALL paystubs through email. Please ensure you have entered your email address into the box provided below. \*\*\***

ITEM	EMPLOYEE INFORMATION
Employee's Name	
Employee's Email Address	
Social Security Number	
Bank Name	
Bank Routing/Transit Number (must be 9 digits)	
Bank Account Number	
Is this a Checking or Savings Account?	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

This authority remains in full force and effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company a reasonable time to act upon it. I also understand there is a \$0.50 transaction fee per payroll check issued that will be deducted from my check.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**\*NOTE**

For Checking: Staple a VOIDED check below to validate account information.

For Savings: Verify Routing/Transit Number with bank.

