

YMCA OF SAN DIEGO COUNTY

To: YMCA RESPITE EMPLOYEE

From: Respite Unit Payment Technician

RE: Payroll-Direct Deposit

The YMCA encourages you to participate in direct deposit of your payroll check. To enroll please read the following information:

- Complete the authorization agreement below
- The Bank Routing Number/ABA number is the 9-digit number of the bottom of the check; the Account number follows after
- **Attach a void check** if you choose checking
- Return this information to the Payment Technician promptly
- Direct deposit will take approximately 2 pay periods to go into effect
- You may reach the Payment Technician at 619-521-3055 extension 1406 for questions

I hereby authorize YMCA of San Diego County, hereinafter called Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustment for any credit entries in error to my **checking** () or **savings** () account indicated below and the depository institution named below, hereinafter called DEPOSITORY, to credit and /or debit the same to such account.

NAME OF BANK	ACCOUNT NUMBER
CITY/STATE/ZIP CODE	ROUTING NUMBER

This authority is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

NAME- PLEASE PRINT	YMCA BRANCH NAME Respite Unit- 72
SIGNATURE/ DATE	LAST 4 OF SOCIAL SECURITY NO

