

**YMCA OF SAN DIEGO COUNTY**

To: YMCA EMPLOYEE

From: Socorro Guerrero  
Payroll Director

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 transit/ABA number is the 9-digit number on the bottom left of the check. The check number and account number generally follow that ABA number.
- **Attach a voided check if you choose checking.**
- Return this information to the Payroll Office as soon as possible.
- Direct deposits will take approximately 30 days depending on the date your form is received.
- Union Bank of California has offered free checking for customers with direct deposits. Contact your local branch office or call Direct Banking Service at 1-800-796-5656 for more information. **You can call me at 858-292-4034 Ext 136.**

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	TRANSIT/ ABA 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 (S) (PLEASE PRINT)	YMCA BRANCH NAME <b>77</b>	
SIGNATURE	Last 4 of Social Security	DATE

Date Received @ Branch \_\_\_\_\_ Date Received @ Corporate \_\_\_\_\_

**Please staple your voided check here.**