



# SQUAXIN ISLAND TRIBE PAYROLL ELECTRONIC TRANSFER

**EMPLOYEE NAME:** \_\_\_\_\_

I hereby authorize the Squaxin Island Tribe to initiate credit entries and to initiate if necessary, debit entries and adjustments for and credit entries in error to my (our) ( ) checking ( ) savings account indicated below, hereinafter called DEPOSITORY, to debit and/or credit the same to such account.

Employees have the option of having direct deposit for their payroll checks. If you choose to have direct deposit, all of your monies can be distributed to as many as three accounts with the remainder going into your third account listed below. Please note the amounts and if they are checking or savings accounts.

**DEPOSITORY:**

1) **BANK NAME** \_\_\_\_\_ **ACCOUNT#** \_\_\_\_\_ % **OR** \$ \_\_\_\_\_ **C S**

2) **BANK NAME** \_\_\_\_\_ **ACCOUNT#** \_\_\_\_\_ % **OR** \$ \_\_\_\_\_ **C S**

3) **BANK NAME** \_\_\_\_\_ **ACCOUNT#** \_\_\_\_\_ % **OR** \$ \_\_\_\_\_ **C S**

**C = CHECKING      S = SAVINGS**

**ATTACH DEPOSIT SLIP(S) OR VOIDED CHECKS HERE. (One for each account)**

***NOTE: This will take approximately one month (2 pay periods) to take effect. The first transmission will be sent as a pre-note with a \$0 balance to ensure the transaction can be completed.***

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

**FOR PAYROLL USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **DATE ENTERED:** \_\_\_\_\_

**PRENOTE DATE:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_