

**Bay Motor Transport, Inc. (BMT)**  
Authorization Agreement for Direct Deposit

As an employee or owner-operator at BMT, you can take advantage of the convenience and security of having your pay or settlement automatically deposited in your personal bank account. By choosing to automatically deposit your pay you can ....

- Eliminate trips or mailings to the bank to deposit paychecks.
- Be assured your pay will be deposited on payday even when you are on vacation or out of town.
- Eliminate the danger of lost or stolen checks.

**It will take 1 – 2 paychecks for direct deposit to take effect. During the interim, you should pick up your paycheck or have it mailed.**

Direct deposit service is available to you as long as your bank is a member of the National Automated Clearing House Association (NACHA). Your bank or credit union should be able to verify their membership in the NACHA. Obtaining the benefits of direct deposit services takes only three steps:

1. Complete the authorization agreement as listed below.
2. ATTACH A VOIDED CHECK FOR ALL ACCOUNTS YOU SELECT.
3. Forward this agreement to the accounting department.

**Employee Name** \_\_\_\_\_ **Employee Number** \_\_\_\_\_

**Action** (check one) New Enrollment \_\_\_\_ Change in Accounts \_\_\_\_\_ Stop Direct Deposit \_\_\_\_\_

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**Direct Deposit # 1** Bank Name/Address \_\_\_\_\_

Account # \_\_\_\_\_ Routing Number \_\_\_\_\_

Savings \_\_\_\_ or Checking \_\_\_\_ (check one) Percent of pay \_\_\_\_\_ OR Dollar amount \_\_\_\_\_

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**Action** (check one) New Enrollment \_\_\_\_ Change in Accounts \_\_\_\_\_ Stop Direct Deposit \_\_\_\_\_

**Direct Deposit # 2** Bank Name/Address \_\_\_\_\_

Account # \_\_\_\_\_ Routing Number \_\_\_\_\_

Savings \_\_\_\_ or Checking \_\_\_\_ (check one) Percent of pay \_\_\_\_\_ OR Dollar amount \_\_\_\_\_

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I hereby authorize BMT to deposit my net pay to my account at the financial institution indicated above. I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.

\_\_\_\_\_  
**Employee Signature Required**

\_\_\_\_\_  
Date

**PLEASE READ THE DIRECTIONS ON HOW TO COMPLETE THE DIRECT DEPOSIT FORM**